ITS Institute

301 North Lamar Street, Suite 508, Jackson, Mississippi

Information Technology Course Catalog

January - June 2009

This Catalog is also
Find It Online
www.its.ms.gov
the ITS Home Page
Available on the Internet

About the ITS Institute: The Mississippi Department of Information Technology Services (ITS) Education Services Division offers an ongoing educational program designed to enhance and improve the computer and communication skills of personnel within state government. The training program is commonly called the ITS Institute. The curriculum is structured so that a person with no experience can begin with an introductory course and, if appropriate, progress to highly advanced levels of information processing.

The ITS Institute uses an automated system for course scheduling, registration, permanent records, and student transcripts. This system provides the necessary documentation for state agencies and the students regarding their training accomplishments. Certificates are provided to students upon successful completion of courses.

During Fiscal Year 2008, ITS offered approximately 193 instructor led classes to approximately 1,640 students representing numerous state agencies, universities, community colleges, and governing authorities. The Institute curriculum has been expanded as the demand for information systems skills has increased. The ITS Institute provides the necessary education and training to make state personnel more productive at a significantly lower cost than outside training sources.

Customized Training: The ITS Institute has the resources to provide instruction in almost any information systems area needed by state government employees. In addition to the regularly scheduled courses, we will design a class to meet your specific training needs. We also provide online training in conjunction with MindLeaders.

Continuing Education is the Key to Success:

The future of Mississippi government depends on efficient execution of the services it provides. State budget constraints make it imperative that agencies use information technology effectively to increase personnel productivity. If agencies cannot perform their tasks more efficiently, services which they provide cannot be maintained, much less expanded to meet pressing needs. Continuing education and training are essential for the effective planning, implementation, support, and use of these technological solutions. The ITS Education Services Division offers an excellent means of fulfilling these goals in a cost-effective way.

Other Services Offered by ITS:

ITS offers a variety of other services including on-site training assistance and follow-up, system analysis, design, programming, documentation, project management, feasibility studies, long-range planning, procurement, telephone services, and general consulting. If we can be of service to you in any of these areas, please call (601) 359-1395.

Table of Contents

MindLeaders Registration Form
Map and Parking Permit
ITS Student Registration Forms
ITS Contact Information

General Information

Welcome to the ITS Institute:

The ITS Institute, administered for the State of Mississippi by the Department of Information Technology Services, offers an educational program designed to enhance and improve the skills of information processing personnel within state government.

Facilities:

The ITS Institute is located at 301 North Lamar Street in Jackson, MS. The Institute has two hands-on training labs located in the Robert G. Clark Building. These labs are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.

Instructors:

Highly trained individuals who work in the industry or are instructors at state colleges and universities teach ITS Institute classes. Instructors possess years of practical experience, as well as academic credentials. Constant monitoring and evaluation of instructors ensure that classes are taught by individuals with a wide range of knowledge, as well as exceptional teaching skills.

Registration:

Registration forms are included at the back of this catalog and must be returned 30 days prior to the class begin date to allow enough time to order materials for the courses. If it is impossible to have these forms returned by the date specified, please contact the ITS Institute and indicate the number of students to be enrolled in each course.

Class Size:

Class enrollment will be on a first-come, first-served basis. Class size is limited, and ITS reserves the right to establish class size and limit the number of students from each agency if the class size has to be cut. The ITS Institute reserves the right to cancel any class due to under-enrollment or other reasonable cause.

Textbooks & Materials:

The textbooks and materials used for each course are listed on the schedule. Each student must indicate on the registration form whether he or she needs materials for the course. Textbooks and materials will be ordered based on the information provided on the registration form.

Class Confirmation:

As soon as registration forms have been received and plans for the January to June classes have been finalized, students will be notified of the exact starting dates, instructors, and locations for each class at least two weeks prior to the first day of class.

Cancellations and Substitutions:

Registrants of ITS-conducted classes who cancel within 10 days of the first class meeting will be billed the full tuition. Registrants of vendor-conducted classes who cancel within 30 days of the first class meeting will be billed the full tuition. Substitutions are permissible any time prior to and including the day on which the course begins.

On-Line Training: The ITS Institute has an agreement with MindLeaders to provide self-paced training to Mississippi public entities. State agencies, county and local governments, public schools, and institutions of higher learning are eligible to participate in this agreement. MindLeaders offers over 2,200 courses available via the Intranet or the Internet. Training is available anywhere, anytime. Please visit the ITS/MindLeaders website via the ITS website, www.its.ms.gov, for more course information.

Charges: The total charge for ITS classes includes tuition, lab fee, and materials fee. See the schedule for estimated charges for individual classes.

Tuition for ITS classes is categorized as follows:

Course Type	State Employees	Non-State Employees
Overview courses less than 4 hours (IL)*	Free	$100.00
Courses 10 hours or less (IL)*	$100.00	$300.00
Courses 11—20 hours (IL)*	$150.00	$300.00
Courses 21—30 hours (IL)*	$275.00	$450.00
Vendor-conducted course**	See Schedule	Contact ITS
Online training (full library)	$165.00/yr	N/A
Online training (end-user only)	$85.00/yr	N/A
* Instructor Led Courses		
** The maximum charges for on-site, vendor-conducted courses are listed on the schedule. The actual tuition billed to each student may be less than this amount if there are more than eight students. Scheduling vendor-conducted courses on-site results in significant savings to the State for tuition and travel expenses.		

Nonexempt Employees:

For state agencies who are sending nonexempt employees to classes meeting after normal working hours, the agency must evaluate their liability for overtime for these employees as provided by the Fair Labor Standards Act. If you have questions as to whether an employee is exempt, please contact the State Personnel Board. This statement does not apply to individuals who are paying for courses themselves.

For More Information:

If you have questions regarding this catalog or the ITS Institute, please contact:

Susan McClain, Education Specialist .... (601) 359-6196

Connie Smith, Education Assistant.. (601) 359-3851

A+ Certification: 220-602

Brief Course Description:

This course will prepare students for the CompTIA A+ 220-602 certification exam. Students will learn how to support PC hardware in a business setting, including installation, troubleshooting, & component replacement. Topics covered include:

- power systems
- display devices
- OS management
- OS monitoring
- OS maintenance & troubleshooting
- LAN networking
- Internet connections
- network troubleshooting
- seucrity
- maintaining the PC environment
- CPUs and motherboards
- memory systems
- expansion cards
- data storage devices
- ports, connectors & cables
- printers & scanners
- portable computers & devices.

Prerequisites: A+ Certification: Essentials

Materials & Approximate Course Cost:

Tuition for state employees	$275.00
Lab Fees	$125.00
A+ Certification: 220-602	$72.00
Estimated Costs for State Employee	$472.00

Course: CA+602

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, March 2, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case
0902	Starting Monday, June 8, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case

A+ Certification: Essentials

Brief Course Description:

This course will prepare students for the CompITA A+ Essentials certification exam. Topics covered include:
- PC hardware support
- operating systems
- electricity & power supplies
- CPUs and motherboards
- basic input/output system
- memory systems
- bus structures
- expansion cards
- ports, connectors, & cables
- data storage devices
- video & multimedia input/outpout devices
- printers
- portable computers & devices
- monitoring & management
- OS troubleshooting
- connecting computers
- networking computers
- security
- Windows installation & upgrades
- safety
- troubleshooting & maintaining a PC.

Prerequisites: Computer literacy, basic use of Windows, Office applications, Internet, and email.

Materials & Approximate Course Cost:

Tuition for state employees	$275.00
Lab Fees	$125.00
A+ Certification: Essentials	$72.00
Estimated Costs for State Employee	$472.00

Course: CA+E

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, February 2, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case
0902	Starting Monday, May 11, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case

Relational Database Design

Brief Course Description:

Topics covered include:
- basic structured analysis concepts
- entity relationship modeling
- data normalization
- referential integrity
- logical and physical system models.

Prerequisites: None.

Materials & Approximate Course Cost:

Tuition for state employees	$405.00
Estimated Costs for State Employee	$405.00

Course: CRDD1

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Monday, April 6, 2009, for 1 day	Monday	8:30 - 4:30	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	Protech

Cisco CCNA Bootcamp

Brief Course Description:

Topics covered include:
- key internetworking concepts as related to Cisco routers and the OSI Model
- assembling and cabling Cisco devices
- operating and configuring a Cisco IOS device
- managing a network environment
- catalyst 1900 operations
- extending switched networks with virtual LANs
- interconnecting networks with TCP/IP
- determining IP routes
- basic IP traffic management with access lists
- configuring Novell IPX
- establishing serial point-to-point connections
- completing an ISDN BRI call
- establishing a frame relay PVC connection
- password recovery
- Cisco product line.

Prerequisites: Students should have MS-DOS experience and be able to identify the basic components of a network.

Materials & Approximate Course Cost:

Tuition for state employees	$1,530.00
Estimated Costs for State Employee	$1,530.00

Course: CNHCCNA

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, March 2, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Monday, June 1, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Interconnecting Cisco Network Devices: Level 1

Brief Course Description:

This course presents the concepts, commands, and practice required to configure Cisco switches and routers in multiprotocol internetworks. Topics covered include:
* operating and configuring a Cisco IOS Device
* managing your network environment
* configuring catalyst switch operations
* extending switched networks with VLANs
* determining IP routes
* managing IP traffic with access links
* establishing serial point-to-point connections
* establishing frame relay connections
* completing ISDN calls.

Prerequisites: Students should have A+ and Network+ experience.

Materials & Approximate Course Cost:

Tuition for state employees	$1,530.00
Estimated Costs for State Employee	$1,530.00

Course: CNHICND1

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, January 5, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Monday, March 30, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Interconnecting Cisco Network Devices: Level 2

Brief Course Description:

This course focuses on skills and knowledge necessary to install, operate, and troubleshoot a small to medium-sized branch office Enterprise network, including configuring several switches and routers, connecting to a WAN, and implementing network security. Topics covered include:

- small network implementation
- medium-sized switched network construction
- medium-sized routed network construction
- single area OSPF
- EIGRP implementation
- access control lists
- address space management
- LAN extension to a WAN.

Prerequisites: Interconnecting Cisco Network Devices: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$1,530.00
Estimated Costs for State Employee	$1,530.00

Course: CNHICND2

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, February 2, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Monday, April 27, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Access 2003: Level 1

Brief Course Description:
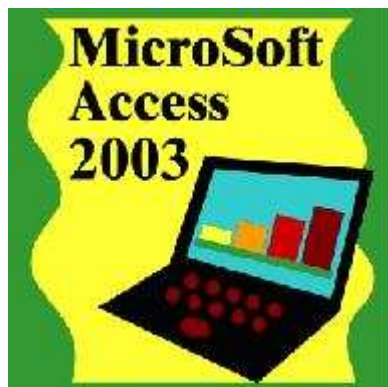
This course teaches students to create databases and tables, work with table data and field properties, work with related tables, and use filters and queries. Topics covered include:

- database components
- relational database design
- starting Access
- database window layout and features
- database creation
- creating and modifying tables
- modifying datasheet layouts
- working with table records
- importing data into tables
- overview of table relationships
- enforcing referential integrity
- creating lookup fields
- using comparison operators
- using filters
- creating select queries
- refining query results
- performing calculations in queries.

Prerequisites:　　　　Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2003: Module I	$16.00
Estimated Costs for State Employee	$213.00

Course: CAC031

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, January 8, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Monday, March 9, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp
0906	Starting Monday, May 4, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Access 2003: Level 2

Brief Course Description:

This course teaches students to create and use forms, create and use reports, use data access pages, export data, and manage databases. Topics covered include:
- creating forms using AutoForm and the Form Wizard
- working with form controls, control properties, form properties, and headers and footers
- using forms to add records
- creating reports using AutoReport and the Report Wizard
- using AutoFormat
- working with report controls
- grouping and sorting records in reports
- changing report properties
- saving forms and reports as data access pages
- using the Page Wizard
- saving PivotTables and PivotCharts as Access pages.

Prerequisites: Access 2003: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2003: Module II	$16.00
Estimated Costs for State Employee	$213.00

Course: CAC032

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, February 9, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Monday, April 6, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp
0906	Starting Monday, June 1, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Access 2003: Level 3

Brief Course Description:

Topics covered include:
- designing applications
- using advanced tools and controls
- creating dialog boxes
- using macros
- controlling data entry
- using dialog boxes to filter records in reports
- creating custom switchboards
- enhancing applications
- using database utilities
- tailoring applications for multiple users.

Prerequisites: Access 2003: Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2003: Introduction to Application Development	$16.00
Estimated Costs for State Employee	$213.00

Course: CAC033

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, February 23, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Thursday, April 23, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp
0906	Starting Thursday, June 18, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Access 2007: Level 1

Brief Course Description:
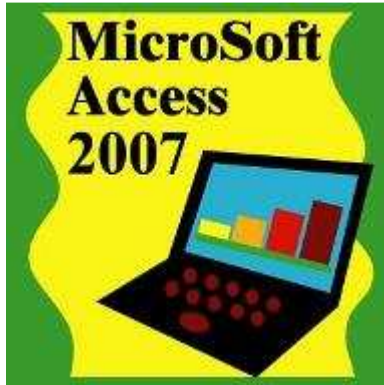
This course teaches students the basic functions of Access 2007. Topics covered include:
- database concepts
- databases and tables
- fields and records
- data entry rules
- basic queries
- using forms
- working with reports.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2007: Level 1	$16.00
Estimated Costs for State Employee	$213.00

Course: CAC071

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, January 12, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Monday, March 16, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Monday, May 18, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Access 2007: Level 2

Brief Course Description:
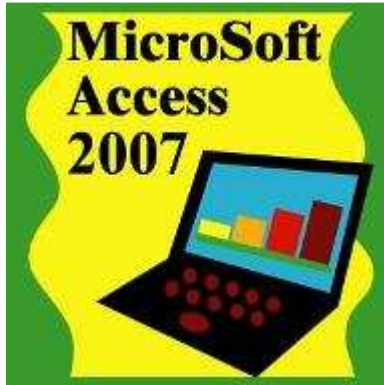
In this course, students will learn how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Topics covered include:
- controlling data entry
- joining tables
- creating flexible queries
- improving forms
- customizing reports
- sharing data across applications.

Prerequisites: Access 2007: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2007: Level 2	$16.00
Estimated Costs for State Employee	$213.00

Course: CAC072

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, February 19, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Thursday, April 2, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Monday, June 15, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Access 2007: Level 3

Brief Course Description:
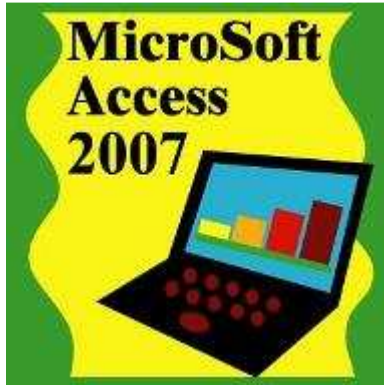
In this course, students will extend their knowledge into some of the more specialized and advanced capabilities of Access. Topics covered include:
- structuring existing data
- writing advanced queries
- simplifying tasks with macros
- making effective use of forms
- making reports more effective
- maintaining an Access database.

Prerequisites: Access 2007: Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2007: Level 3	$16.00
Estimated Costs for State Employee	$213.00

Course: CAC073

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Thursday, March 12, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0904	Starting Monday, April 13, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Thursday, June 25, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Fiber Optics 1-2-3

Brief Course Description:
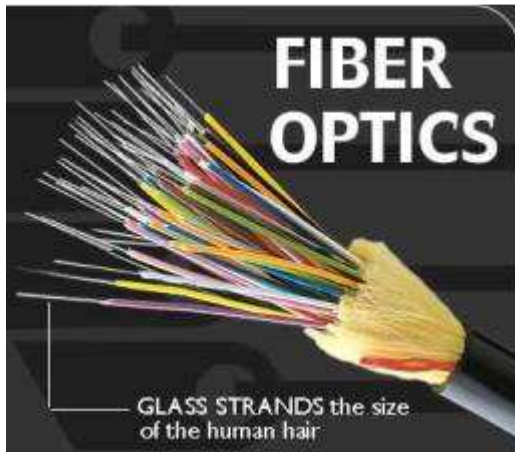
Topics covered include:
- introduction to fiber optics
- fiber theory
- optical fiber types
- standards, cable types, and structures
- connectors
- mechanical and fusion splicing
- patch panels
- distribution cabinets
- splice closures
- fiber optic safety.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$1,620.00
Estimated Costs for State Employee	$1,620.00

Course: CFIBOP2

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, February 9, 2009, for 4 days	Monday, Tuesday, Wednesday & Thursday	8:30 - 4:30	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	Light Brigade

ITS Installer 2 Copper Training

Brief Course Description:

This course sets the foundation of a copper-based structured cabling system installation. Topics covered include:
- codes & standards/BICSI best practices
- copper transmission principles
- safety
- professionalism
- telecommunication pathways
- telecommunication spaces
- grounding, bonding, & protection
- firestopping
- installation/pulling copper cable
- termination of copper cable
- testing/troubleshooting of copper cable
- retrofitting
- field coordination.

Prerequisites: Students must have at least one year of current and verifiable ITS industry installation experience, and must be able to distinguish between different colors & possess manual dexterity for fine motor tasks.

Materials & Approximate Course Cost:

Tuition for state employees	$2,487.00
Estimated Costs for State Employee	$2,487.00

Course: CCOP1

Section Information:

Section	Date & Time Info		Location		Instructor
0901	Starting Monday, March 9, 2009, for 1 week	Monday – Friday 8:00 - 5:00 EXAM SATURDAY	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	BICSI

Cascading Style Sheets

Brief Course Description:

This course will introduce the concepts, techniques, properties, and values of CSS in a sequence that reflects a typical "building up" of design rules. It starts with colors, which is the easiest part of CSS. Students will next learn how to control typography using text and font properties. Students will then explore the layout-oriented styles of CSS, including margins, padding, and absolute and relative positioning. Topics covered include:

- controlling color and typography
- designing with the cascade
- designing content sections
- controlling layout with positioning
- enhancing an existing design
- creating alternate style sheets.

Prerequisites: Web Site Development Foundations

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Cascading Style Sheets	$60.00
Estimated Costs for State Employee	$257.00

Course: CCSS

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Thursday, February 12, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0904	Starting Thursday, May 21, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Dreamweaver 8: Level 1

Brief Course Description:

In this course, students will describe the basic functions and features of website development using Dreamweaver 8. Topics covered include:

- accessing the Internet and identifying HTML codes
- creating a Website
- building a Website
- adding content to Web pages
- working with links
- enhancing the navigation of a site
- uploading a Website.

Prerequisites: Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	$224.00
Estimated Costs for State Employee	$224.00

Course: CDW81

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Monday, February 9, 2009, for 1 day	Monday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Monday, May 4, 2009, for 1 day	Monday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Dreamweaver 8: Level 2

Brief Course Description:

In this course, students will create and develop professional-looking Web pages using Dreamweaver 8. Topics covered include:

- creating an effective user-navigation interface
- managing libraries and snippets
- managing head elements and keyboard shortcuts
- working with style sheets
- working with layers
- working with the history panel
- targeting Websites to specific versions of browsers
- working with code
- authoring with XML data
- creating forms.

Prerequisites: Dreamweaver 8: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CDW82

Section Information:

Section	Date & Time Info		Location		Instructor
0904	Starting Wednesday, March 11, 2009, for 2 days	Wednesday & Thursday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0905	Starting Thursday, June 4, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Dreamweaver 8: Level 3

Brief Course Description:

In this course, students will establish server connectivity, as well as create and manage database records. Topics covered include:

- administering Websites
- creating a database-driven site
- working with recordsets
- creating detail, search, and results pages
- using dynamic form and HTML elements
- administering database records.

Prerequisites: Dreamweaver 8: Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$224.00
Estimated Costs for State Employee	$224.00

Course: CDW83

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, January 12, 2009, for 1 day	Monday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0905	Starting Monday, April 6, 2009, for 1 day	Monday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Flash 8: Level 1

Brief Course Description:

In this course, students will explore the basics of Flash 8, including tools and features, and will create different types of animations and publish them on the Web. Topics covered include:

- exploring the Flash 8 environment
- exploring the drawing and painting tools
- manipulating objects
- working with text
- working with multiple layers in a movie
- creating an animation
- publishing a Flash 8 movie.

Prerequisites: Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CFLASH81

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Monday, March 30, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Flash 8: Level 2

Brief Course Description:

In this course, students will explore the advanced features of Flash 8, such as working with ActionScript, creating simple and complex interactive movies using ActionScript, and also create and customize components. Topics covered include:
- exploring the basics of ActionScript
- planning movies
- creating simple interactivity
- creating a video game
- creating complex interactivity
- using components.

Prerequisites: Flash 8: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CFLASH82

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Thursday, May 7, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

InDesign CS2: Level 1

Brief Course Description:

In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS2. Topics covered include:
- managing the InDesign environment
- designing documents
- managing text
- utilizing colors, swatches, and gradients
- managing transparency
- utilizing tables
- preparing for handoff to a service provider
- creating Acrobat PDF files.

Prerequisites: A basic understanding of the computer operating system you are using is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CIND1

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, January 29, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0905	Starting Thursday, April 23, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

InDesign CS2: Level 2

Brief Course Description:

In this course, students will use the advanced features of InDesign to create documents that are attractive and have the highest degree of perfection. Topics covered include:

- administering advanced styles
- controlling text
- handling page elements and graphics
- developing Bezier paths
- managing long documents
- importing and exporting files
- adjusting print settings
- working with XML.

Prerequisites: InDesign CS2: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CIND2

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Tuesday, February 17, 2009, for 2 days	Tuesday & Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0903	Starting Monday, May 11, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Internet Explorer 7

Brief Course Description:

This course teaches students how to browse and search for Web sites by using features such as the Address Bar, the Favorites Center, Searching, History, and Multimedia add-ons. Topics covered include:
- Internet basics
- basic browsing
- searching
- Internet options
- multimedia.

Prerequisites: Basic experience with Windows

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Internet Explorer 7	$16.00
Estimated Costs for State Employee	$141.00

Course: CIE71

Section Information:

Section	Date & Time Info			Location	Instructor
0904	Starting Wednesday, April 15, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Microsoft Publisher 2003: Level 1

Brief Course Description:

This course gives students proficiency in creating publications, formatting text, inserting graphics, and performing other basic-level tasks. Topics covered include:

- creating publications
- formatting publications
- working with multipage publications
- working with objects and graphics
- working with tables
- printing publications.

Prerequisites:　　　　　Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Publisher 2003: Basic	$16.00
Estimated Costs for State Employee	$213.00

Course: CPUB031

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, January 26, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Thursday, May 7, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Microsoft Publisher 2003: Level 2

Brief Course Description:

This course is designed to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks. Topics covered include:

- working with newsletters
- designing Web sites
- linking Web pages
- publishing Web sites
- mail merge
- integrating with Office 2003.

Prerequisites: Microsoft Publisher 2003: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Publisher 2003: Advanced	$16.00
Estimated Costs for State Employee	$141.00

Course: CPUB032

Section Information:

Section	Date & Time Info				Location	Instructor
0904	Starting Wednesday, February 18, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Wednesday, May 27, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Publisher 2007: Level 1

Brief Course Description:

This course gives students proficiency in creating publications, formatting text, inserting graphics, and performing other basic-level tasks. Topics covered include:

- basic documents
- multi-page publications
- working with text
- tables
- layout and design techniques
- finalizing documents.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Publisher 2007: Basic	$16.00
Estimated Costs for State Employee	$213.00

Course: CPUB071

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Thursday, March 19, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0904	Starting Thursday, June 4, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Publisher 2007: Level 2

Brief Course Description:

Publisher 2007

Microsoft Office

This course is designed to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks. Topics covered include:
- basic design options
- typography
- long publications
- mail merge
- interactive forms
- Web site publishing.

Prerequisites: Publisher 2007: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Publisher 2007: Advanced	$16.00
Estimated Costs for State Employee	$141.00

Course: CPUB072

Section Information:

Section	Date & Time Info				Location	Instructor
0903	Starting Wednesday, April 1, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0904	Starting Wednesday, June 24, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

SharePoint Designer 2007: Level 1

Brief Course Description:

In this course, students will use SharePoint Designer 2007 to create and modify a SharePoint site. Topics covered include:

- getting started with the SharePoint Designer environment
- creating a subsite
- adding content to the site
- working with Cascading Style Sheets
- adding basic functionality to Web pages
- adding SharePoint components to the site
- automating business processes with workflows.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$224.00
Estimated Costs for State Employee	$224.00

Course: CNHSPD71

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, January 26, 2009, for 1 day	Monday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Thursday, April 23, 2009, for 1 day	Thursday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

SharePoint Designer 2007: Level 2

Brief Course Description:

This course builds on the skills and concepts learned in SharePoint Designer 2007 Level 1. Topics covered include:

- Web components and multimedia
- interactive content
- layers
- layout tables
- Web forms
- data-driven pages
- site mangement.

Prerequisites: SharePoint Designer 2007: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$224.00
Estimated Costs for State Employee	$224.00

Course: CNHSPD72

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Tuesday, January 27, 2009, for 1 day	Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Friday, April 24, 2009, for 1 day	Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Web Site Development Foundations

Brief Course Description:

This course teaches students essential Web page development skills. Students will learn to develop Web sites using HTML and XHTML. Students will learn to write code manually, as well as use GUI authoring tools. Students will also learn to insert images, create hyperlinks, and add tables, forms, and frames to their Web pages. Students will learn about CGI and use it to connect Web pages to databases. Students will also identify e-commerce solutions and relate Web site development to business goals. This course will teach students to work as a productive part of a Web site development team.

Prerequisites: Students should be familiar with an operating system, such as Microsoft Windows, before taking this class.

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Site Development Foundations	$54.00
Estimated Costs for State Employee	$251.00

Course: CWSDF

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, January 15, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Monday, March 23, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Monday, May 11, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Linux+ Certification

Brief Course Description:

This course builds on your existing user-level knowledge and experience with the Linux operating system to present fundamental skills and concepts. Topics covered include:
- familiarizing yourself with Linux
- working with user & group accounts
- working with the Linux file system
- working with files in Linux
- working with Linux permissions & ownership
- printing files
- managing packages
- configuring the Linux environment
- multitasking
- configuring basic client services
- configuring basic Internet services
- configuring network services
- securing Linux
- working with hardware
- installing Linux

Prerequisites: A+ Essentials

Materials & Approximate Course Cost:

Tuition for state employees	$1,466.00
Estimated Costs for State Employee	$1,466.00

Course: CLINUX+

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Monday, March 16, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0903	Starting Monday, June 8, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Introduction to Job Control Language

Brief Course Description:
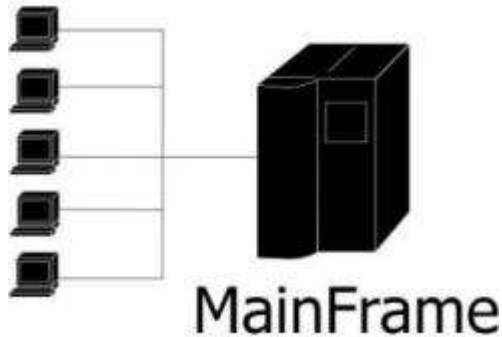
This course will introduce the hardware and software resources of computer systems and how they can be manipulated with the use of System 390 Job Control Language (JCL). After completing this course, students will be able to:

- identify different JCL statements
- code a JOB card, EXEC card, and DD card
- execute instream and cataloged procedures
- have a working knowledge of IBM standard utilities and IEBGENER.

Prerequisites: Introduction to TSO ISPF/PDF

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
OS/390 and z/OS JCL	$75.00
Estimated Costs for State Employee	$272.00

Course: CJCL3

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Thursday, April 23, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Bruce Lightsey

Introduction to TSO ISPF/PDF

Brief Course Description:
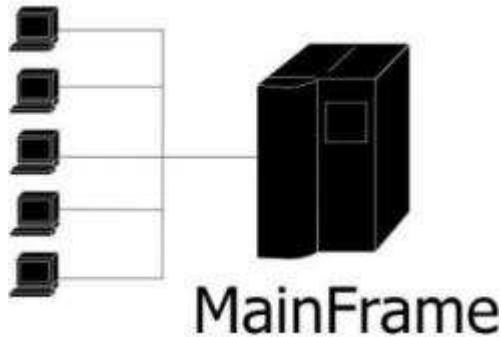
This course will introduce students to dataset management, dataset utilities, program development and maintenance tools through the use of IBM's interactive system productivity facility/program development facility (ISPF/PDF).

Prerequisites: This course is for anyone who is developing programs on an MVS system, including beginning and experienced programmers, application and systems programmers, and computer operators in an MVS shop.

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
MVS TSO, Part 1	$50.00
Estimated Costs for State Employee	$247.00

Course: CTSO1

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Thursday, April 9, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Louis M. Gaines

Adobe Acrobat 8: Level 1

Brief Course Description*:*

Topics covered include:
- accessing information in PDF documents
- creating PDF documents
- modifying PDF documents
- adding PDF navigation
- working with multiple PDF documents
- reviewing a PDF document.

Prerequisites*:*   Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Adobe Acrobat 8.0: Level 1	$16.00
Estimated Costs for State Employee	$141.00

Course: CADAC81

Section Information:

Section	Date & Time Info				Location	Instructor
0904	Starting Wednesday, January 14, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp
0905	Starting Wednesday, March 11, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Wednesday, May 13, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Adobe Acrobat 8: Level 2

Brief Course Description*:*

Topics covered include:
- creating PDFs from technical documents
- enhancing PDF documents
- creating interactive PDF forms in Adobe LiveCycle Designer
- preparing PDF files for commercial printing
- finalizing PDF files for commercial printing.

Prerequisites*:*   Adobe Acrobat 8: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Adobe Acrobat 8.0: Level 2	$16.00
Estimated Costs for State Employee	$141.00

Course: CADAC82

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Wednesday, February 11, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp
0905	Starting Wednesday, April 8, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Wednesday, June 10, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Keyboarding A to Z

Brief Course Description:

This course is designed for students who want to increase their speed and efficiency on the keyboard. Topics covered include:
- introduction to the keyboard
- the five key phrases
- words & sentences
- capitalization, punctuation, & numbers
- the numeric keypad
- speed & accuracy.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Keyboarding A to Z	$25.00
Estimated Costs for State Employee	$150.00

Course: CKAZ

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Wednesday, March 25, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Wednesday, June 17, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Office 2007: New Features

Brief Course Description:

This course provides students with the basic knowledge of Microsoft Office components to use the new features in the Office 2007 suite. Topics covered include:

- the Office 2007 interface
- the Office XML file format
- new Word features
- new Excel features
- new PowerPoint features
- new Outlook features
- new Access features.

Prerequisites: Students should be proficient in Office 2003.

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Office 2007: New Features	$16.00
Estimated Costs for State Employee	$141.00

Course: CMOF071

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Wednesday, April 22, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Photoshop CS2 Level 1

Brief Course Description:
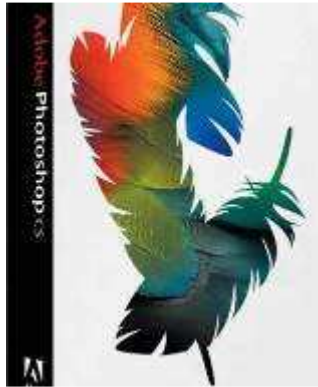
In this course, students work with some of the tools and features to edit images using Photoshop CS2. Topics covered include:
- exploring Photoshop environment
- sizing images
- selecting image areas
- creating image composites
- blending composite images
- exploring image modes
- applying colors
- enhancing images with text and special effects
- adjusting images
- saving completed images.

Prerequisites: Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CPHOTO1

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Monday, January 26, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Monday, April 20, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Photoshop CS2 Level 2

Brief Course Description:
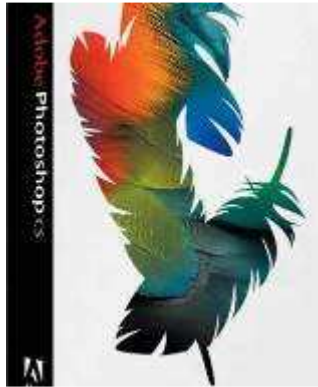
In this course, students learn skills to enhance their ability to create accurate masks, image effects, retouch images, and automate repetitive tasks. Topics covered include:
- masking and clipping layers
- masking with vector paths
- filling image areas
- creating special effects
- automating tasks.

Prerequisites:　　　　Photoshop CS2 Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$448.00
Estimated Costs for State Employee	$448.00

Course: CPHOTO2

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Thursday, February 19, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Thursday, May 14, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PowerPoint 2003: Level 1

Brief Course Description:

Topics covered include:
- creating presentations
- modifying presentations
- inserting objects
- modifying objects, charts, & tables.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
PowerPoint 2003: Module I	$16.00
Estimated Costs for State Employee	$213.00

Course: CPP031

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, January 12, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Thursday, March 12, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0906	Starting Thursday, May 14, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

PowerPoint 2003: Level 2

Brief Course Description:

Topics covered include:
- formatting presentations
- reviewing presentations
- delivering presentations
- customizing presentations
- animating presentations
- printing presentations
- exporting presentations to Microsoft Word
- preparing presentations for delivery in different formats.

Prerequisites: PowerPoint 2003: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
PowerPoint 2003: Module II	$16.00
Estimated Costs for State Employee	$213.00

Course: CPP032

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, February 19, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Monday, June 8, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

PowerPoint 2007: Level 1

Brief Course Description:

This course covers the basic functions of PowerPoint 2007. Topics covered include:

- the PowerPoint window
- new presentations
- formatting slides
- drawing objects
- graphics
- tables & charts
- modifying presentations
- proofing & delivering presentations.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
PowerPoint 2007: Basic	$16.00
Estimated Costs for State Employee	$213.00

Course: CPP071

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, February 2, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Monday, April 20, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0906	Starting Monday, June 1, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

PowerPoint 2007: Level 2

Brief Course Description:

Topics covered include:
- custom presentation options
- graphic & multimedia content
- customizing SmartArt graphics & tables
- action buttons & custom slide shows
- distributing a presentation
- integrating Microsoft Office files.

Prerequisites: PowerPoint 2007:   Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
PowerPoint 2007: Advanced	$16.00
Estimated Costs for State Employee	$213.00

Course: CPP072

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, March 5, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Thursday, June 18, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Windows Vista: Level 1

Brief Course Description:

This course introduces students to the basic concepts of the Windows Vista operating system. Students will be introduced to the features of Windows Vista. Topics covered include:
- Windows Vista environment
- folders & gadgets
- content management
- customization
- Internet Explorer multimedia.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Windows Vista: Basic	$16.00
Estimated Costs for State Employee	$141.00

Course: CWNVISTA1

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Wednesday, January 28, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0904	Starting Wednesday, March 4, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Wednesday, May 6, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Windows Vista: Level 2

Brief Course Description:

This course introduces students to the advanced concepts of the Windows Vista operating system. Topics covered include:
- system management
- managing multiple users
- file management
- print management
- networking
- collaboration tools.

Prerequisites: Windows Vista: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Windows Vista: Advanced	$16.00
Estimated Costs for State Employee	$141.00

Course: CWNVISTA2

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Wednesday, February 25, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0904	Starting Wednesday, June 24, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Oracle Database 10g: Administration I

Brief Course Description:

This course allows students to gain the skills necessary for basic day-to-day administration of an Oracle 10g database. Topics covered include:

- installing Oracle 10g database software
- exploring the Oracle database architecture
- database instance process architecture
- creating an Oracle database
- controlling the database environment
- table spaces
- advanced tablespaces
- data files & temp files
- undo management
- database security
- administering users
- loading data with SQL loader
- exporting & importing data
- Oracle net services
- Oracle shared servers
- monitoring & resolving lock conflicts
- backup & recovery concepts.

Prerequisites: Students should be familiar with databases.

Materials & Approximate Course Cost:

Tuition for state employees	$1,725.00
Estimated Costs for State Employee	$1,725.00

Course: COR10DBA1

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Monday, January 5, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0903	Starting Monday, March 30, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Oracle Database 10g: Administration II

Brief Course Description:

In this course, students will develop an advanced understanding of complex Oracle database concepts, maintenance and recovery routines, and database management. Students will learn how to control and manage an Oracle installation. Topics covered include:

- monitoring the database
- monitoring & managing memory
- monitoring & managing database performance
- monitoring & managing storage
- restoring data with Oracle Flashback
- backing up and recovering data
- configuring the Recovery Manager (RMAN)
- performing RMAN backups
- performing RMAN recoveries
- utilizing Automatic Storage Management (ASM)
- automating tasks with the Scheduler
- Globalization Support Obj.

Prerequisites: Oracle Database 10g: Administration I

Materials & Approximate Course Cost:

Tuition for state employees	$1,035.00
Estimated Costs for State Employee	$1,035.00

Course: COR10DBA2

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, February 9, 2009, for 3 days	Monday, Tuesday & Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Monday, May 4, 2009, for 3 days	Monday, Tuesday & Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Oracle Database 10g: Introduction to SQL

Brief Course Description:

In this course, students will learn about the relational database principles and SQL queries using Oracle. Topics covered include:

- relational databases & SQL
- using SQL *Plus
- building a select statement
- building a Where Clause
- ordering the Result Table
- pseudo columns & functions
- joining tables
- using set operators
- summary functions
- using subqueries
- creating & selecting groups
- SQL *Plus commands
- build simple SQL *Plus reports
- SQL data definition language
- SQL data manipulation language
- SQL99 join techniques
- enhancing groups with Rollup & Cube
- using the Case Expression
- SQL functions (character & non-character)
- more.

Prerequisites:　　　　Students should be familiar with databases.

Materials & Approximate Course Cost:

Tuition for state employees	$1,725.00
Estimated Costs for State Employee	$1,725.00

Course: CNHORSQL1

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, March 2, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Monday, June 8, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Introduction to Technology Procurement for State Agencies

Brief Course Description:
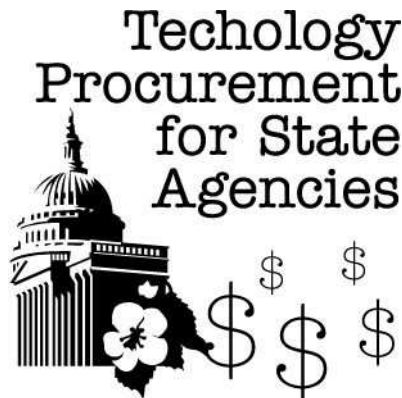
This course will present an overview of ITS' statutory responsibilities for technology procurements, as well as IT procurement policies and procedures that apply to state agency customers. Topics covered include:

- ITS statute: responsibility and authority
- ITS procurement purview: what's in, what's out, and what's in limbo
- the procurement process: tasks and timeframes, deadlines, and agency roles and responsibilities
- procurement types: competitive, sole source, exemptions, planned purchases, modifications
- procurement instruments: RFPs, General RFPs, and EPLs
- ITS/customer partnerships: effective collaboration and the biggest bang for the buck.

Prerequisites: All state agency personnel who are involved in information technology purchasing, who participate in technology initiatives, or who are in- terested in technology or government purchasing are encouraged to attend.

Materials & Approximate Course Cost:

Tuition for state employees	$25.00
Estimated Costs for State Employee	$25.00

Course: CPROC1

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Tuesday, February 17, 2009, for 1 day	Tuesday	9:00 - 12:00	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	ITS Procurement Management Staff
0904	Starting Thursday, May 7, 2009, for 1 day	Tuesday	9:00 - 12:00	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	ITS Procurement Management Staff

SQL Querying: Level 1

Brief Course Description:

This course will teach students how to compose SQL queries to retrieve information from the database. Topics covered include:
- executing a simple query
- performing a conditional search
- working with functions
- organizing data
- retrieving data from multiple tables
- presenting query results.

Prerequisites: Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	$293.00
Estimated Costs for State Employee	$293.00

Course: CNHSQL1

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Wednesday, January 28, 2009, for 1 day	Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Wednesday, April 22, 2009, for 1 day	Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0905	Starting Tuesday, June 30, 2009, for 1 day	Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

SQL Querying: Level 2

Brief Course Description:

In this course, students will create advanced SQL queries and manipulate and index tables. Topics covered include:
- advanced querying using subqueries
- manipulating table data
- manipulating the table structure
- working with views
- indexing data.

Prerequisites: SQL Querying: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$293.00
Estimated Costs for State Employee	$293.00

Course: CNHSQL2

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Tuesday, February 10, 2009, for 1 day	Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Tuesday, May 5, 2009, for 1 day	Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Crystal Reports 11: Level 1

Brief Course Description:

In this course, students will build basic list and group reports that work with almost any database. Topics covered include:
- creating a report
- displaying specific report data
- grouping report data
- building formulas
- formatting reports
- enhancing reports
- creating pie charts
- distributing data.

Prerequisites: Students should be familiar with the basic functions of their computer's operating system and have a basic understanding of database concepts.

Materials & Approximate Course Cost:

Tuition for state employees	$517.00
Estimated Costs for State Employee	$517.00

Course: CCR111

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Tuesday, January 20, 2009, for 2 days	Tuesday & Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Monday, April 13, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Crystal Reports 11: Level 2

Brief Course Description:

In this course, students will learn how to create more sophisticated reports, including subreports and cross-tabs, and how to increase the speed and efficiency of their reports by using SQL queries. Topics covered include:

- creating running totals
- building cross-tabs in reports
- adding subreports
- creating drill-downs
- enhancing report processing by writing SQL statements
- charting data
- reporting on Excel data with Crystal Reports
- working with prompts
- enhancing report functionality.

Prerequisites: Crystal Reports 11: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$517.00
Estimated Costs for State Employee	$517.00

Course: CCR112

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Monday, March 9, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0904	Starting Monday, June 1, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Fundamentals for IT Project Management in State Government

Brief Course Description:

This class covers the fundamentals of project management for IT projects and highlights the issues specific to the State Government Environment, as well as managing the "people" side of technology projects. This class is intended for all levels of IT professionals interested in improving their project management skills.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Estimated Costs for State Employee	$150.00

Course: CITPM1

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Thursday, March 5, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	John Simpson
0904	Starting Thursday, June 11, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	John Simpson

Microsoft Project 2003: Part I

Brief Course Description:

Topics covered include:
- identifying project management skills and certifications
- creating projects
- working with project data and tasks
- using calendars
- working with resources and costs.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Project 2003: Module I	$16.00
Estimated Costs for State Employee	$141.00

Course: CMSPJ31

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Wednesday, January 28, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0905	Starting Wednesday, March 25, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Wednesday, May 20, 2009, for 1 day	Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp

Project Management

Microsoft Project 2003: Part II

Brief Course Description:

Microsoft Project

Topics covered include:
- evaluating project schedules
- tracking project performance and managing costs
- customizing project tables, filters, views, and reports
- creating and using templates
- managing multiple projects.

Prerequisites: Microsoft Project 2003: Part I

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Project 2003: Module II	$16.00
Estimated Costs for State Employee	$213.00

Course: CMSPJ32

Section Information:

Section	Date & Time Info			Location		Instructor
0905	Starting Thursday, February 26, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0906	Starting Thursday, April 16, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0907	Starting Monday, June 22, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Lynn Kopp

New!

Microsoft Project 2007: Part I

Brief Course Description*:*

Topics covered include:
- project management concepts
- working with tasks
- scheduling tasks
- managing resources
- working with views and tables
- filtering, grouping, and sorting
- finalizing the task plan

Prerequisites*:* Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Project 2007: Basic	$16.00
Estimated Costs for State Employee	$141.00

Course: CMSPJ71

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Thursday, January 15, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case
0902	Starting Thursday, April 9, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case

Microsoft Project 2007: Part II

Brief Course Description:

Topics covered include:
- tracking project work
- analyzing and adjusting the plan
- formatting and reporting
- customizing the project environment
- managing multiple projects
- project communications
- exchanging project data

Prerequisites: Microsoft Project 2007:   Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Project 2007: Advanced	$16.00
Estimated Costs for State Employee	$141.00

Course: CMSPJ72

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Tuesday, February 17, 2009, for 2 days	Tuesday & Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case
0902	Starting Monday, May 4, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case

PMP Orientation

Brief Course Description:
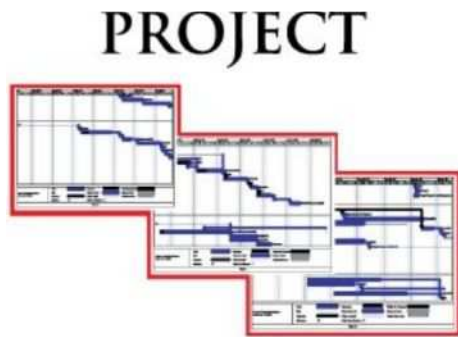
Attendance is mandatory if you plan to register for the Preparing for PMI's PMP Examination Cram Course. Registration forms for the Cram Course will be provided at this orientation session.

Prerequisites: None

Materials & Approximate Course Cost: No Charge

Course: CPMPOR

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Starting Friday, February 27, 2009, for 1 day	Friday	10:30 - 11:30	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	Cheryl Crawford

Preparing for PMI's PMP Examination Cram Course

Brief Course Description:

PROJECT

MANAGEMENT
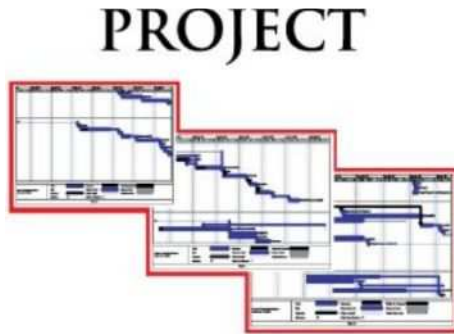
The purpose of this class is to prepare class participants to take the PMP exam. This class will teach the principles of the PMBOK, while incorporating exam tips. Topics covered include:
- integration
- scope
- time cost
- quality
- human resources
- communication
- risk
- procurement.

Prerequisites:

Participants **MUST**:
- attend the February 27th orientation session;
- have read *A Guide to the Project Management Body of Knowledge Third Edition* (PMBOK Guide);
- memorize two sheets of information that will be provided upon registration; and
- schedule a date to sit for your exam PRIOR TO June 30, 2009.

ALL REGISTRATION FORMS MUST BE SUBMITTED NO LATER THAN MARCH 20, 2009, TO PROVIDE ADEQUATE TIME FOR STUDENTS TO PREPARE PRIOR TO THE BEGINNING OF CLASS.

Materials & Approximate Course Cost:

Tuition for state employees	$300.00
A Guide to the PMBOK - Third Edition	$40.00
Estimated Costs for State Employee	$435.00

Course: CPMP1

Section Information:

Section	Date & Time Info			Location		Instructor
0902	Friday, May 1, 2009 Friday, May 8, 2009 Friday, May 15, 2009 Friday, May 22, 2009	Friday	8:30 - 4:30	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	Cheryl Crawford

New!

Project Management Fundamentals

Brief Course Description:

This course is a primer on the basics of project management. Students will learn how to use project management techniques to plan, organize, control, document, and close out their projects successfully and with minimum risk. Topics covered include:

- the project life cycle
- setting up for success
- the project team
- risk management
- project plans
- the project schedule
- the project budget
- project tracking and control
- project reports
- project close-out.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$224.00
Estimated Costs for State Employee	$224.00

Course: CNHPMF

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Wednesday, January 28, 2009, for 1 day	Wednesday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
0902	Starting Monday, April 20, 2009, for 1 day	Monday	8:30 - 4:30	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

Six Sigma Green Belt

Brief Course Description:

This course emphasizes a structured problem-solving methodology for addressing business improvement projects, use of intermediate quality tools within that methodology, and generating bottom-line financial results. This program provides participants with an overview of Six Sigma, as well as key concepts associated with effective project teams. The program focuses on the DMAIC process improvement methodology and the relevant, intermediate-level tools within that methodology. Topics covered include:

- business improvement
- defining & analyzing oppoortunity
- measuring, improving, & controlling performance.

Prerequisites: Students should be proficient with basic Excel functionality and should be familiar with basic statistics. Reading an introductory book such as *Statistics for Dummies*, prior to attending the program is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	$3,270.00
Estimated Costs for State Employee	$3,270.00

Course: C6SIGG

Section Information:

Section	Date & Time Info			Location		Instructor
0901	Starting Monday, March 30, 2009, for 1 week	Monday - Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Motorola University

Excel 2003: Level 1

Brief Course Description:

Topics covered include:
- creating workbooks
- modifying worksheets
- formatting worksheets
- printing worksheets
- creating & editing formulas
- working with basic functions and the Function Wizard
- applying text attributes and other formatting characteristics
- creating workbooks from templates
- using styles
- adding worksheet backgrounds
- applying AutoFormats
- finding and replacing data.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Excel 2003: Module I	$16.00
Estimated Costs for State Employee	$213.00

Course: CEX031

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, January 22, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Monday, March 23, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0906	Starting Thursday, May 28, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Excel 2003: Level 2

Brief Course Description:

Topics covered include:
- organizing and conslidating data from multiple worksheets
- adjusting the screen display
- working with advanced functions
- using advanced formatting features
- using advanced print options
- filtering data
- using comments
- naming worksheet ranges and formulas
- creating and modifying charts
- protecting data
- importing and exporting data
- saving worksheets and workbooks as Web pages
- publishing worksheets and workbooks to the Web.

Prerequisites: Excel 2003: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Excel 2003: Module II	$16.00
Estimated Costs for State Employee	$213.00

Course: CEX032

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, February 23, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Monday, April 13, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0906	Starting Thursday, June 11, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Excel 2003: Level 3

Brief Course Description:

Topics covered include:
- validating data
- creating & modifying list ranges
- sorting database data
- using database functions
- using the Advanced Filter and Automatic Subtotal features
- creating & modifying PivotTables and PivotCharts
- formatting & adjusting PivotTables
- auditing worksheets
- performing what-if analyses
- working with scenarios.

Prerequisites: Excel 2003: Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Excel 2003: Module III	$16.00
Estimated Costs for State Employee	$213.00

Course: CEX033

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Monday, March 9, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0904	Starting Monday, June 22, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Excel 2007: Level 1

Brief Course Description:

This course teaches the basic fundamentals of Excel 2007. Topics covered include:
- spreadsheet terminology
- entering & editing data
- modifying worksheets
- using functions
- formatting worksheets
- printing
- creating charts
- managing large workbooks.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Excel 2007: Basic	$16.00
Estimated Costs for State Employee	$213.00

Course: CEX071

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Tuesday, January 20, 2009, for 2 days	Tuesday & Wednesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Thursday, February 26, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0906	Starting Thursday, May 21, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Excel 2007: Level 2

Brief Course Description:

This course teaches students to use multiple worksheets and workbooks efficiently and start working with more advanced formatting options. Topics covered include:

- using multiple worksheets and workbooks
- advanced formatting
- outlining and subtotals
- cell and range names
- lists and tables
- Web and Internet features
- advanced charting
- documenting and auditing
- templates and settings.

Prerequisites: Excel 2007:   Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Excel 2007: Intermediate	$16.00
Estimated Costs for State Employee	$213.00

Course: CEX072

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, February 9, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Monday, April 20, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0906	Starting Monday, June 15, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Excel 2007: Level 3

Brief Course Description:

This course teaches students to work with advanced functions of Excel 2007. Topics covered include:

- logical functions
- math & statistical functions
- financial functions
- displaying and printing formulas
- lookups and data tables
- advanced list management
- PivotTables & PivotCharts
- exporting & importing
- analytical options
- macros & custom functions
- conditional formatting & SmartArt.

Prerequisites: Excel 2007:   Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Excel 2007: Advanced	$16.00
Estimated Costs for State Employee	$213.00

Course: CEX073

Section Information:

Section	Date & Time Info			Location		Instructor
0903	Starting Thursday, March 26, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
0904	Starting Monday, June 29, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

Word 2003: Level 1

Brief Course Description:

Topics covered include:
- working in the Word environment
- navigating documents
- creating and saving files
- working with document properties
- using Word tools
- formatting text
- checking spelling and grammar
- using the Thesaurus and research tools
- printing documents, envelopes, and labels
- working with charts, diagrams, and collaboration features
- creating and modifying charts.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Word 2003: Module I	$16.00
Estimated Costs for State Employee	$213.00

Course: CWD031

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, January 8, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Thursday, March 19, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0906	Starting Thursday, May 28, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

Word 2003: Level 2

Brief Course Description:

Topics covered include:
- working with graphics
- using advanced formatting options
- working with headers and footers
- working with columns
- using styles
- creating & formatting tables
- using basic collaboration features
- using charts, diagrams, and organization charts.

Prerequisites: Word 2003: Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Word 2003: Module II	$16.00
Estimated Costs for State Employee	$213.00

Course: CWD032

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, February 5, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Thursday, April 16, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0906	Starting Thursday, June 4, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

Word 2003: Level 3

Brief Course Description:

Topics covered include:
- creating a form design
- working with form fields
- enhancing, protecting, and testing forms
- using the Mail Merge tool to create form letters, labels, and envelopes
- using advanced collaboration features.

Prerequisites: Word 2003: Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Word 2003: Module III	$16.00
Estimated Costs for State Employee	$213.00

Course: CWD033

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, March 2, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0905	Starting Thursday, April 30, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0906	Starting Thursday, June 25, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

Word 2007: Level 1

Brief Course Description:

This course covers the basic functions of Word 2007. Topics covered include:
- the Word Window
- new documents
- navigation & selection techniques
- editing text
- formatting text
- tables
- page layout
- proofing & printing documents
- graphics.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Word 2007: Basic	$16.00
Estimated Costs for State Employee	$213.00

Course: CWD071

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Tuesday, January 6, 2009, for 2 days	Tuesday & Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0905	Starting Monday, March 16, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0906	Starting Thursday, May 7, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

Word 2007: Level 2

Brief Course Description:

Topics covered include:
- styles
- sections & columns
- formatting tables
- printing labels & envelopes
- templates & building blocks
- graphics
- managing document revisions
- Web features.

Prerequisites: Word 2007:   Level 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Word 2007: Intermediate	$16.00
Estimated Costs for State Employee	$213.00

Course: CWD072

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Monday, January 26, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0905	Starting Thursday, March 26, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0906	Starting Tuesday, May 26, 2009, for 2 days	Tuesday & Wednesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

Word 2007: Level 3

Brief Course Description:

Topics covered include:
- mail merge
- objects & backgrounds
- forms
- macros
- toolbar & keyboard customization
- long documents
- XML features.

Prerequisites: Word 2007:   Level 2

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Word 2007: Advanced	$16.00
Estimated Costs for State Employee	$213.00

Course: CWD073

Section Information:

Section	Date & Time Info			Location		Instructor
0904	Starting Thursday, February 12, 2009, for 2 days	Thursday & Friday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
0905	Starting Monday, April 6, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
0906	Starting Monday, June 29, 2009, for 2 days	Monday & Tuesday	8:30 - 4:30	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

MindLeaders
e-Learning that works.

Business & Technical Package
Course List - September 2008

Series and Course Titles	Acronym
Business Package	
401(k) Plans	**401K1K**
401(k) Plans: 1 401(k) Basics	401k01
Access 2000 MOS	**A2KMOU**
Access 2000 MOS: 1 Creating Databases	a2km01
Access 2000 MOS: 2 Building Tables	a2km02
Access 2000 MOS: 3 Modifying Tables	a2km03
Access 2000 MOS: 4 Sorting and Filtering	a2km04
Access 2000 MOS: 5 Relationships & Queries	a2km05
Access 2000 MOS: 6 Building Forms	a2km06
Access 2000 MOS: 7 Producing Reports	a2km07
Access 2000 MOS: 8 Advanced Tasks	a2km08
Access 2002	**AXPMOU**
Access 2002: 1 Creating Databases	axpm01
Access 2002: 2 Building Tables	axpm02
Access 2002: 3 Modifying Tables	axpm03
Access 2002: 4 Sorting and Filtering	axpm04
Access 2002: 5 Relationships & Queries	axpm05
Access 2002: 6 Building Forms	axpm06
Access 2002: 7 Producing Reports	axpm07
Access 2002: 8 Advanced Tasks	axpm08
Access 2003	**MACCS3**
Access 2003: 1 Introduction to Access	macc01
Access 2003: 2 Designing and Building Tables	macc02
Access 2003: 3 Enhanced Tables and Datasheets	macc03
Access 2003: 4 Searches and Queries	macc04
Access 2003: 5 Advanced Queries and Calculations	macc05
Access 2003: 6 Access Report System	macc06
Access 2003: 7 The Internet, Forms, and the Analyzer	macc07
Access 2007	**07ACCE**
Access 2007: 1 Introduction to Access	07ac01
Access 2007: 2 Creating Tables	07ac02
Access 2007: 3 Working with Tables	07ac03
Access 2007: 4 Creating Forms	07ac04
Access 2007: 5 Creating Reports	07ac05
Access 2007: 6 Creating Queries and Filters	07ac06
Access 2007 Advanced	**07ADAC**
Access 2007 Advanced: 1 Expressions and Queries	07ad01
Access 2007 Advanced: 2 PivotTables, PivotCharts, and Graphs	07ad02
Access 2007 Advanced: 3 Macros and Data Imports/Exports	07ad03

Basics of Business Math   **MATHBB**
Basics of Business Math: 1 Fractions   math01
Basics of Business Math: 2 Decimals   math02
Basics of Business Math: 3 Calculator   math03
Basics of Business Math: 4 Equations   math04
Basics of Business Math: 5 Percents   math05
Basics of Business Math: 6 Reports   math06

Budgeting and Saving   **BUDGET**
Budgeting and Saving: 1 Confronting Debt   budg01
Budgeting and Saving: 2 Eliminating Debt   budg02
Budgeting and Saving: 3 Banking Basics   budg03
Budgeting and Saving: 4 Choosing Bank Accounts   budg04
Budgeting and Saving: 5 Planning Your Retirement   budg05
Budgeting and Saving: 6 Making 401(k) Plans Work   budg06
Budgeting and Saving: 7 Exploring Investment Options   budg07

Building Relationships   **BLDREL**
Building Relationships: 1 Socializing at Work   bldr01
Building Relationships: 2 Understanding Behavioral Intentions   bldr02
Building Relationships: 3 Choosing Your Approach   bldr03

Business Ethics   **BETHIC**
Business Ethics: 1 What You Don't Know Can Hurt You   v_be01
Business Ethics: 2 Everyday Ethical Dilemmas   beth02
Business Ethics: 3 Ethical Dliemmas and the Law   beth03
Business Ethics: 4 Individual Values; Organizational Values   beth04

Career Development (Videos)   **PBC001**
Career Development (Videos): 1 Been There, Done That, Now What?   c1cd01
Career Development (Videos): The Influence Edge and Your Career   v_c104

Coaching (Videos)   **PBC002**
Coaching (Videos): Performance Coaching: Career Coaching   v_c203
Coaching (Videos): Performance Coaching: Collaborating   v_c204
Coaching (Videos): Performance Coaching: Mentoring   v_c205
Coaching (Videos): Performance Coaching: Training   v_c206
Communicating with Power   **POCOMM**
Communicating with Power: 1 Elements of Powerful Communication   poco01
Communicating with Power: 2 Persuasive Appeals   poco02
Communicating with Power: 3 Modes of Persuasion   poco03
Communicating with Power: 4 Active Listening   poco04
Communicating with Power: 5 Resolving Conflict   poco05
Communicating with Power: 6 Negotiation   poco06

Communication (Videos)   **PBC003**
Communication (Videos): Curing Common Meeting Ailments (Interview)   v_c301
Communication (Videos): Effective Business Writing   v_c303
Communication (Videos): High Performance Communication   v_c304
Communication (Videos): Keeping Meeting Participants Awake (Interview)   v_c305
Communication (Videos): People Styles at Work   v_c307
Communication (Videos): Resolving Conflict   v_c308
Communication (Videos): Telephone Etiquette   v_c309
Communication (Videos): The Influence Edge and E-Mail   v_c310
Communication (Videos): The People Styles Model   v_c306
Communication (Videos): Understanding Negotiation   v_c311
Communication (Videos): Working Wounded: Effective Business Presentations   v_c312
Communication (Videos): Working Wounded: Giving an Apology at Work   v_c313

Communication (Videos): Working Wounded: Leading a Successful Meeting   v_c314
Communication (Videos): Working Wounded: Making Group Decisions   v_c315
Communication (Videos): Working Wounded: Working Through Conflict   v_c316

Computer Basics   **CMB001**
Computer Basics: 1 Using Your PC   cb1

Computing Concepts   **COMCPT**
Computing Concepts: 1 Types of Security   comc01
Computing Concepts: 2 Security Risks   comc02
Computing Concepts: 3 Database Basics   comc03
Computing Concepts: 4 Selecting Databases   comc04
Computing Concepts: 5 Data Processing   comc05
Computing Concepts: 6 Managing Data   comc06
Computing Concepts: 7 Teleprocessing   comc07
Computing Concepts: 8 Transmitting Data   comc08
Computing Concepts: 9 Messages   comc09

Crystal Reports 8   **CRYSTL**
Crystal Reports 8: 1 Getting Started   crys01
Crystal Reports 8: 2 Designing a Report   crys02
Crystal Reports 8: 3 Selecting Records   crys03
Crystal Reports 8: 4 Sorting and Grouping Data   crys04
Crystal Reports 8: 5 Creating Summary Totals, Reports, and Graphs   crys05
Crystal Reports 8: 6 Formulas and Functions   crys06
Crystal Reports 8: 7 Printing and Exporting Reports   crys07
Crystal Reports 8: 8 Linking Tables   crys08

Crystal Reports XI   **XICRYS**
Crystal Reports XI: 1 Navigating the Design Environment   xicr01
Crystal Reports XI: 2 Selecting Just the Right Data Source(s) for Your Report   xicr02
Crystal Reports XI: 3 Do It Yourself and Wizard Reporting   xicr03
Crystal Reports XI: 4 Selecting and Organizing Your Report Data   xicr04
Crystal Reports XI: 5 Manipulating Your Report Data in Meaningful Ways   xicr05
Crystal Reports XI: 6 Letting Formulas and Functions Do All the Work   xicr06
Crystal Reports XI: 7 Creating Dynamic Reports with Parameters   xicr07
Crystal Reports XI: 8 Formatting Reports that Function and Sizzle   xicr08
Crystal Reports XI: 9 Making Report Sections Work for You   xicr09
Crystal Reports XI:10 Visualizing Your Report Data with Charts and Maps   xicr10

Customer Service (Videos)   **PBC004**
Customer Service (Videos): Building Customer Loyalty   v_c401
Customer Service (Videos): Building Web Relationships (Interview)   v_c403
Customer Service (Videos): Creating Customer Value   v_c404
Customer Service (Videos): Crown Your Customers (Interview)   v_c405
Customer Service (Videos): Customer Convenience is Key to E-Commerce (Interview)   v_c406
Customer Service (Videos): Customer Service Strategy   v_c407
Customer Service (Videos): Dealing with Customer Complaints   v_c408
Customer Service (Videos): Delighting Your Customers   v_c402
Customer Service (Videos): Exceeding Customer Expectations   v_c409
Customer Service (Videos): Getting to Know Your Customers   v_c410
Customer Service (Videos): Getting Your Customer Experience Right (Interview)   v_c411
Customer Service (Videos): Implementing Effective Service Standards   v_c412
Customer Service (Videos): Keeping Loyal Customers   v_c413
Customer Service (Videos): Measuring Customer Service   v_c416
Customer Service (Videos): Profits, Not Promises (Interview)   v_c417
Customer Service (Videos): Understanding Customer Service   v_c418
Customer Service (Videos): Working Wounded: Building Relationships with Your Customers   v_c419
Customer Service (Videos): Working Wounded: Good News About Customer Complaints   v_c420

Customer Service   **CUSLIB**
Customer Service: 1 Defining Service   cu1
Customer Service: 2 Communicating   cu2
Customer Service: 3 Fixing Problems   cu3
Customer Service: 4 Building a Department   cu4
Customer Service: 5 Tools of the Trade   cu5

Dealing with Difficult People   **DIFFIP**
Dealing with Difficult People: 1 Managing Against the Odds   v_di01
Dealing with Difficult People: 2 Consideration   diff02
Dealing with Difficult People: 3 Attitude   diff03
Dealing with Difficult People: 4 Trust   diff04
Dealing with Difficult People: 5 Power   diff05
Dealing with Difficult People: 6 Communication   diff06
Dealing with Difficult People: 7 Responsibility   diff07

Dreamweaver 8   **DW8DEL**
Dreamweaver 8: 1 New Design Tools   dw8d01
Dreamweaver 8: 2 New Application Development Features   dw8d02

Dreamweaver MX 2004   **DW04MX**
Dreamweaver MX 2004: 1 Interface and Web Page Creation Basics   dw0401
Dreamweaver MX 2004: 2 Project Planning, Link Creation, and HTML Editing   dw0402
Dreamweaver MX 2004: 3 Images, Image Maps, and Assets   dw0403
Dreamweaver MX 2004: 4 Tables, Frames, and Framesets   dw0404
Dreamweaver MX 2004: 5 Dynamic HTML   dw0405
Dreamweaver MX 2004: 6 Advanced Behaviors and Forms   dw0406
Dreamweaver MX 2004: 7 Uploading Projects and Working with Templates   dw0407

Dreamweaver MX   **DWEAMX**
Dreamweaver MX: 1 Introduction   dwea01
Dreamweaver MX: 2 Setting Up a Web Site   dwea02
Dreamweaver MX: 3 Designing the Site   dwea03
Dreamweaver MX: 4 Adding Graphics   dwea04
Dreamweaver MX: 5 Tables   dwea05
Dreamweaver MX: 6 Frames   dwea06
Dreamweaver MX: 7 Styles and CSS   dwea07
Dreamweaver MX: 8 Dynamic HTML   dwea08
Dreamweaver MX: 9 Advanced DHTML   dwea09
Dreamweaver MX:10 Multimedia Integration   dwea10
Dreamweaver MX:11 Dynamic Web Sites   dwea11
Dreamweaver MX:12 Forms and Interactivity   dwea12

E-Mailing Your Way to the Top   **EMATOP**
E-Mailing Your Way to the Top: 1 Managing Your Inbox   emat01
E-Mailing Your Way to the Top: 2 Writing Effective E-Mails   emat02

Effective Business Communication   **BUSCOM**
Effective Business Communication: 2 The Planning Worksheet   busc02
Effective Business Communication: 3 Writing Skills   busc03
Effective Business Communication: 4 Patterns of Development   busc04
Effective Business Communication: 5 Letters   busc05
Effective Business Communication: 6 Memos, E-Mail, and Other Communications   busc06
Effective Business Communication: 7 Reports   busc07
Effective Business Communication: 8 Documentation   busc08

Effective Presentations   **EFPRES**
Effective Presentations: 1 Preparing for a Presentation   efpr01

Effective Presentations: 2 Developing an Effective Message   efpr02
Effective Presentations: 3 Improving Delivery Skills   efpr03
Effective Presentations: 4 Using PowerPoint and Other Visuals   efpr04

Estate Planning   **EPLLIB**
Estate Planning: 1 Starting an Estate Plan   ep1
Estate Planning: 2 Sorting Out Your Assets   ep2
Estate Planning: 3 Preparing Your Will   ep3
Estate Planning: 4 All About Probate   ep4
Estate Planning: 5 Considering Your Family   ep5
Estate Planning: 6 Taxes to Expect   ep6
Estate Planning: 7 Tax Strategies   ep7
Estate Planning: 8 Retirement Issues   ep8
Estate Planning: 9 Revising an Estate Plan   ep9

Excel 2000 MOS Expert   **E2KEXP**
Excel 2000 MOS Expert: 1 Importing and Exporting Data   e2ke01
Excel 2000 MOS Expert: 2 Working with Templates, Links, and Report Manager   e2ke02
Excel 2000 MOS Expert: 3 Formatting, Sorting, and Filtering Data   e2ke03
Excel 2000 MOS Expert: 4 Naming Ranges, Working with Macros, and Customizing Toolbars   e2ke04
Excel 2000 MOS Expert: 5 Validating and Auditing Data   e2ke05
Excel 2000 MOS Expert: 6 Analyzing Data and Using PivotTables   e2ke06
Excel 2000 MOS Expert: 7 Sharing Work and Adding Security   e2ke07

Excel 2000 MOS   **E2KMOU**
Excel 2000 MOS: 1 Working with Cells   e2km01
Excel 2000 MOS: 2 Working with Files   e2km02
Excel 2000 MOS: 3 Formatting Worksheets   e2km03
Excel 2000 MOS: 4 Page Setup and Printing   e2km04
Excel 2000 MOS: 5 Worksheets & Workbooks   e2km05
Excel 2000 MOS: 6 Formulas and Functions   e2km06
Excel 2000 MOS: 7 Charts and Objects   e2km07

Excel 2002   **EXPMOU**
Excel 2002: 1 Working with Cells   expm01
Excel 2002: 2 Working with Files   expm02
Excel 2002: 3 Formatting Worksheets   expm03
Excel 2002: 4 Page Setup and Printing   expm04
Excel 2002: 5 Worksheets and Workbooks   expm05
Excel 2002: 6 Formulas and Functions   expm06
Excel 2002: 7 Charts and Objects   expm07

Excel 2003   **EXCL03**
Excel 2003: 1 Getting Started   excl01
Excel 2003: 2 Creating a Spreadsheet   excl02
Excel 2003: 3 Formatting Data   excl03
Excel 2003: 4 Editing and Printing Worksheets   excl04
Excel 2003: 5 Managing Worksheets   excl05
Excel 2003: 6 Charts and Databases   excl06
Excel 2003: 7 Hypertext and Tips   excl07

Excel 2007   **07EXCE**
Excel 2007: 1 Getting Started   07ex01
Excel 2007: 2 Creating a Worksheet   07ex02
Excel 2007: 3 Formatting Data   07ex03
Excel 2007: 4 Editing and Printing Worksheets   07ex04
Excel 2007: 5 Managing Worksheets   07ex05
Excel 2007: 6 Using Charts and Objects   07ex06

Excel 2007 Advanced   **07AEXC**
Excel 2007 Advanced: 1 Filtering and Sorting Data   07ae01
Excel 2007 Advanced: 2 Using Pivot Tables   07ae02
Excel 2007 Advanced: 3 Working with Functions   07ae03
Excel 2007 Advanced: 4 Using Data Analysis Tools   07ae04
Excel 2007 Advanced: 5 Automating with VBA Macros   07ae05
Excel 2007 Advanced: 6 Adding Connections and Importing Data   07ae06

Finance (Videos)   **PBF001**
Finance (Videos): Building Budgets That Affect Reality (Interview)   v_f101
Finance (Videos): Capitalize Your Capital (Interview)   v_f102
Finance (Videos): Cash Flow Analysis   v_f103
Finance (Videos): Key Financial Ratios   v_f104
Finance (Videos): Linking Financial Management with Organizational Goals   v_f105
Finance (Videos): Understanding Financial Statements   v_f106
Finance (Videos): Working Wounded: The Budget Blues   v_f107

Flash 8   **FL8DEL**
Flash 8: 1 What's New to Basic   fl8d01
Flash 8: 2 What's New to Professional   fl8d02

Flash MX 2004 ActionScript 2.0   **AS20FL**
Flash MX 2004 ActionScript 2.0: 1 Object-Oriented Programming   as2001
Flash MX 2004 ActionScript 2.0: 2 Properties and Methods   as2002
Flash MX 2004 ActionScript 2.0: 3 Implementing Inheritance and Interfaces   as2003
Flash MX 2004 ActionScript 2.0: 4 Inter-Object Communications   as2004
Flash MX 2004 ActionScript 2.0: 5 Building User Interface Components   as2005

Flash MX 2004   **FL04MX**
Flash MX 2004: 1 Using the Interface and Importing Graphics   fl0401
Flash MX 2004: 2 Drawing, Painting, and Using the Library   fl0402
Flash MX 2004: 3 Creating Animation   fl0403
Flash MX 2004: 4 Using Shape Tween and Timeline Effects   fl0404
Flash MX 2004: 5 Using Sound and Layers   fl0405
Flash MX 2004: 6 Adding Symbol and Buttons   fl0406
Flash MX 2004: 7 ActionScrip, Behaviors, and Publishing   fl0407

Flash MX ActionScript   **ACTNSC**
Flash MX ActionScript: 1 Getting Started   actn01
Flash MX ActionScript: 2 Directing and Managing Movies   actn02
Flash MX ActionScript: 3 Using Variables, Properties, and Functions   actn03
Flash MX ActionScript: 4 Creating Objects and Interactive Elements   actn04
Flash MX ActionScript: 5 Working with Text, Buttons, and Menus   actn05
Flash MX ActionScript: 6 Statements, Expressions, and Testing   actn06
Flash MX ActionScript: 7 Adding Advanced Features   actn07
Flash MX ActionScript: 8 Finishing Touches   actn08

Flash MX   **FLMXSH**
Flash MX: 1 Flash Overview   flmx01
Flash MX: 2 Animation   flmx02
Flash MX: 3 Text and Forms   flmx03
Flash MX: 4 Coordinated Animations   flmx04
Flash MX: 5 Sound and Music   flmx05

FrontPage 2000   **FTPG2K**
FrontPage 2000: 1 Creating Web Sites   ftpg01
FrontPage 2000: 2 Building Pages   ftpg02
FrontPage 2000: 3 Working with Images   ftpg03
FrontPage 2000: 4 Adding Spark to Your Site   ftpg04

Fundamentals of Business Management   **BIZMNG**
Fundamentals of Business Management: 1 Management in Perspective   bizm01
Fundamentals of Business Management: 2 Functions of Front-Line Management   bizm02
Fundamentals of Business Management: 3 Managerial Finance and Accounting   bizm03

Global Business (Videos)   **PBG001**
Global Business (Videos): Communicating Across Cultures   v_g101
Global Business (Videos): Global Work   v_g102
Global Business (Videos): Global Work in China (Interview)   v_g103
Global Business (Videos): Presenting Globally   v_g104
Global Business (Videos): The Influence Edge in Cross-Cultural Situations   v_g105

Grammar   **GRAMBB**
Grammar: 1 Fundamental Sentence Structures   gram01
Grammar: 2 Punctuation   gram02
Grammar: 3 Complex Sentence Structures   gram03
Grammar: 4 Advanced Grammar   gram04

GroupWise 5.5   **GROU55**
GroupWise 5.5: 1 Getting Started with GroupWise   grou01
GroupWise 5.5: 2 Creating and Sending Messages   grou02
GroupWise 5.5: 3 Organizing Your Mailbox   grou03
GroupWise 5.5: 4 Calendar, Task and Phone Features   grou04
GroupWise 5.5: 5 Managing Documents and Folders   grou05
GroupWise 5.5: 6 Advanced GroupWise Features   grou06

GroupWise 6.5   **GW65NV**
GroupWise 6.5: 1 Getting Started   gw6501
GroupWise 6.5: 2 Messages and the Address Book   gw6502
GroupWise 6.5: 3 Managing Messages   gw6503
GroupWise 6.5: 4 Calendars and Tasks   gw6504
GroupWise 6.5: 5 Advanced GroupWise Features   gw6505
GroupWise 6.5: 6 Managing Documents   gw6506
GroupWise 6.5: 7 Remote Access and Customing GroupWise   gw6507
GroupWise 6.5: 8 Mobile GroupWise Access   gw6508

Home Business   **HBBLIB**
Home Business: 1 Choosing a Home Business   hb1
Home Business: 2 Raising Financing   hb2
Home Business: 3 Office Management   hb3
Home Business: 4 Managing Your Business   hb4

Instructional Design   **INSDES**
Instructional Design: 1 Process, Needs, and Roles   insd01
Instructional Design: 2 Analysis and Objectives   insd02
Instructional Design: 3 Design Concepts   insd03
Instructional Design: 4 Planning and Implementation   insd04
Instructional Design: 5 Evaluation   insd05

Internet Explorer 6   **IE6INT**
Internet Explorer 6: 1 Browsing the Web   ie6i01
Internet Explorer 6: 2 Using Files and Mail   ie6i02

Internet Explorer 7   **IE7DEL**
Internet Explorer 7: 1 Learning the New Interface and Features   ie7d01

Interview Skills   **ITVLIB**
Interview Skills: 1 Getting the Interview   it1

Leading Teams (Videos): Successful Geo-Dispersed Teams (Interview)	v_l203
Leading Teams (Videos): Team Learning (Interview)	v_l204
Leading Teams (Videos): The Influence Edge and Your Team	v_l205
Leading Teams (Videos): Virtual Teams	v_l206
Leading Teams (Videos): Working Wounded: Teams at Work	v_l207

Lotus Notes 6.5	**LTNT65**
Lotus Notes 6.5: 1 Mail	ltnt01
Lotus Notes 6.5: 2 Calendar, To Do Lists and Address Books	ltnt02
Lotus Notes 6.5: 3 Databases	ltnt03
Lotus Notes 6.5: 4 Managing and Enhancing Documents	ltnt04
Lotus Notes 6.5: 5 Advanced Notes Features	ltnt05

Lotus Notes R5	**NO5LIB**
Lotus Notes R5: 1 Getting Around in Notes	no1
Lotus Notes R5: 2 Reading and Sending Mail	no2
Lotus Notes R5: 3 Managing Mail	no3
Lotus Notes R5: 4 Using the Calendar	no4
Lotus Notes R5: 5 Meetings & Address Books	no5
Lotus Notes R5: 6 Browsing the Web	no6
Lotus Notes R5: 7 Editing Documents	no7
Lotus Notes R5: 8 Using Document Tables	no8
Lotus Notes R5: 9 File Attachments & Links	no9
Lotus Notes R5:10 Finding and Viewing Data	n10
Lotus Notes R5:11 Replication	n11
Lotus Notes R5:12 Using Notes Remotely	n12

Management (Videos)	**PBM001**
Management (Videos): Attracting Key Talent (Interview)	v_m101
Management (Videos): Bringing The Workplace to Life (Interview)	v_m102
Management (Videos): Delegation Strategies	v_m103
Management (Videos): Fire Up and Motivate Your Employees	v_m104
Management (Videos): Handling Performance Problems	v_m105
Management (Videos): Interviewing for Organizational Fit	v_m106
Management (Videos): Interviewing for Success	v_m107
Management (Videos): Knowledge Management (Interview)	v_m108
Management (Videos): Making 360 Degree Feedback Work	v_m109
Management (Videos): Managing Performance	v_m110
Management (Videos): Managing Telecommuters	v_m111
Management (Videos): Motivate to Retain (Interview)	v_m112
Management (Videos): Recruiting Top Talent	v_m113
Management (Videos): Retaining Top Talent	v_m114
Management (Videos): Retention for the Long Haul (Interview)	v_m115
Management (Videos): Succession Planning	v_m116
Management (Videos): The Costs of Attrition (Interview)	v_m117
Management (Videos): The Diversity Manager	v_m118
Management (Videos): Working Wounded: Becoming a New Manager	v_m119
Management (Videos): Working Wounded: Counseling an Employee	v_m120
Management (Videos): Working Wounded: The More You Give, The More You'll Get	v_m121

Management Skills Introduction	**MNGSKL**
Management Skills Introduction: 1 Ready! Set! Manage!	mngs01
Management Skills Introduction: 2 Motivating	mngs02
Management Skills Introduction: 3 Planning	mngs03
Management Skills Introduction: 4 Communication	mngs04
Management Skills Introduction: 5 Getting Input	mngs05
Management Skills Introduction: 6 Dealing with Challenging People and Times	mngs06
Management Skills Introduction: 7 Building Success	mngs07

Managing Within the Law (Videos)   **PBM002**
Managing Within the Law (Videos): At Will Employment   v_m201
Managing Within the Law (Videos): Complying with ADA Requirements   v_m202
Managing Within the Law (Videos): Discrimination   v_m203
Managing Within the Law (Videos): Discrimination (Presentation Style)   v_m204
Managing Within the Law (Videos): Drug and Alcohol Abuse in the Workplace   v_m205
Managing Within the Law (Videos): Family and Medical Leave Act   v_m206
Managing Within the Law (Videos): FLSA & State Wage-Hour Law   v_m207
Managing Within the Law (Videos): Freedom of Religion in the Workplace   v_m208
Managing Within the Law (Videos): Freedom of Speech in the Workplace   v_m209
Managing Within the Law (Videos): Legal Guidelines for Interviewing   v_m210
Managing Within the Law (Videos): Preventing Sexual Harassment - Manager Version   v_m211
Managing Within the Law (Videos): Respecting Employees' Individual Rights   v_m212
Managing Within the Law (Videos): Top Ten Ways for a Manager to Stay Out of Jail   v_m213
Managing Within the Law (Videos): Working Wounded: Preventing Lawsuits   v_m214
Managing Within the Law (Videos): Wrongful Termination   v_m215
Managing Within the Law (Videos): Wrongful Termination (Presentation Style)   v_m216

Managing Change   **MNGCHG**
Managing Change: 1 Refocusing Yourself   mngc01
Managing Change: 2 Leading the Team   mngc02
Managing Change: 3 Working with Individuals   mngc03

Motivation Methods and Strategies   **MOTIVE**
Motivation Methods and Strategies: 2 Leading for Commitment   moti02

Motivation   **MOTLIB**
Motivation: 1 Leading with a Vision   mo1
Motivation: 2 Communicating   mo2
Motivation: 3 Rewarding and Correcting   mo3
Motivation: 4 Performance and Training   mo4
Motivation: 5 Building Trust   mo5

Negotiating   **NGOLIB**
Negotiating: 1 Negotiating Techniques   ng1
Negotiating: 2 Gaining Control   ng2
Negotiating: 3 Closing the Deal   ng3
Negotiating: 4 Everyday Negotiations   ng4

Office 2000   **O2KLIB**
Office 2000: 1 Getting Started   o21
Office 2000: 2 Editing Text and Printing   o22
Office 2000: 3 Text and Document Formats   o23
Office 2000: 4 Introduction to Word   o24
Office 2000: 5 Introduction to Excel   o25
Office 2000: 6 Introduction to Outlook   o26
Office 2000: 7 Introduction to PowerPoint   o27
Office 2000: 8 Introduction to Access   o28

Office 2003 - What's New   **OFFC11**
Office 2003 - What's New: 1 New Features   offc01
Office 2003 - What's New: 2 Changes in Applications   offc02

Office 2007   **MSOF07**
Office 2007: 1 Navigating the New Interface   msof01
Office 2007: 2 What's New in Word   msof02
Office 2007: 3 What's New in Excel   msof03
Office 2007: 4 What's New in PowerPoint   msof04
Office 2007: 5 What's New in Access   msof05

Photoshop CS: 7 Image Output and Web Design   phsh07

Photoshop   **PHSLIB**
Photoshop: 1 Managing Graphics Files   ph1
Photoshop: 2 Colors, Brushes, and Printing   ph2
Photoshop: 3 Selecting and Retouching   ph3
Photoshop: 4 Text, Fills, and Actions   ph4
Photoshop: 5 Using Layers and Plug-Ins   ph5
Photoshop: 6 Manipulating Images   ph6

PowerPoint 2000 MOS   **P2KMOU**
PowerPoint 2000 MOS: 1 Presentations   p2km01
PowerPoint 2000 MOS: 2 Layout and Text   p2km02
PowerPoint 2000 MOS: 3 Graphics & Tables   p2km03
PowerPoint 2000 MOS: 4 Custom Slides   p2km04
PowerPoint 2000 MOS: 5 Showing Slides   p2km05

PowerPoint 2002   **PXPMOU**
PowerPoint 2002: 1 Presentations   pxpm01
PowerPoint 2002: 2 Layout and Text   pxpm02
PowerPoint 2002: 3 Graphics & Tables   pxpm03
PowerPoint 2002: 4 Custom Slides   pxpm04
PowerPoint 2002: 5 Showing Slides   pxpm05

PowerPoint 2003   **PWPT03**
PowerPoint 2003: 1 Introduction to PowerPoint   pwpt01
PowerPoint 2003: 2 Completing the Presentation   pwpt02
PowerPoint 2003: 3 Maximizing Presentation Effectiveness   pwpt03
PowerPoint 2003: 4 Color, Masters, and Templates   pwpt04
PowerPoint 2003: 5 Drawings, Charts, Sound and Video   pwpt05
PowerPoint 2003: 6 Animation, Web Pages, and Collaboration   pwpt06

PowerPoint 2007   **07PWRP**
PowerPoint 2007: 1 Getting Started   07pw01
PowerPoint 2007: 2 Developing a Presentation   07pw02
PowerPoint 2007: 3 Design Elements   07pw03
PowerPoint 2007: 4 Inserting Shapes   07pw04
PowerPoint 2007: 5 Formatting Shapes   07pw05
PowerPoint 2007: 6 Clip Art, Pictures, and WordArt   07pw06
PowerPoint 2007: 7 SmartArt Graphics   07pw07
PowerPoint 2007: 8 Charts and Tables   07pw08

Project 2000 MOS   **PRJMOU**
Project 2000 MOS: 1 Starting a Project   prjm01
Project 2000 MOS: 2 Scheduling Tasks and Adding Resources   prjm02
Project 2000 MOS: 3 Managing Work and Multiple Projects   prjm03
Project 2000 MOS: 4 Using Project Central   prjm04
Project 2000 MOS: 5 Customizing the Project   prjm05
Project 2000 MOS: 6 Creating Reports and Exporting Data   prjm06

Project 2007   **07PROJ**
Project 2007: 1 Getting Started with Project 2007   07pr01
Project 2007: 2 Building a Project   07pr02
Project 2007: 3 Setting Up Resources and Establishing Costs   07pr03
Project 2007: 4 Viewing Projects   07pr04
Project 2007: 5 Resolving Scheduling and Resource Conflicts   07pr05
Project 2007: 6 Tracking the Progress of Projects   07pr06
Project 2007: 7 Creating Reports and Calculating Earned Values   07pr07
Project 2007: 8 Consolidating Projects   07pr08

QuickBooks: 5 Invoices and Sales Tax   qb5
QuickBooks: 6 Paying Bills   qb6
QuickBooks: 7 Managing Assets and Reports   qb7
QuickBooks: 8 Paying Employees   qb8
QuickBooks: 9 Managing Taxes   qb9
QuickBooks:10 Online Banking and Budgets   q10

Retirement Planning   **RETLIB**
Retirement Planning: 1 Money Management   re1
Retirement Planning: 2 Investing   re2

Sales and Marketing (Videos)   **PBS001**
Sales and Marketing (Videos): E-Mail Marketing (Interview)   v_s101
Sales and Marketing (Videos): Guerrilla Marketing   v_s102
Sales and Marketing (Videos): Guerrilla Trade Show Selling   v_s103
Sales and Marketing (Videos): Marketing Your Web Site (Interview)   v_s104
Sales and Marketing (Videos): New Rules of Online Advertising (Interview)   v_s105
Sales and Marketing (Videos): Sales Skills for Call Centers   v_s106
Sales and Marketing (Videos): Target Your Market (Interview)   v_s107
Sales and Marketing (Videos): The Influence Edge and Sales   v_s108
Sales and Marketing (Videos): Track Selling Step 1: Approach   v_s109
Sales and Marketing (Videos): Track Selling Step 2: Qualification   v_s110
Sales and Marketing (Videos): Track Selling Step 3: Agreement On Need   v_s111
Sales and Marketing (Videos): Track Selling Step 4: Sell the Company   v_s112
Sales and Marketing (Videos): Track Selling Step 5: Fill the Need   v_s113
Sales and Marketing (Videos): Track Selling Step 6: Act of Commitment   v_s114
Sales and Marketing (Videos): Track Selling Step 7: Cement the Sale   v_s115
Sales and Marketing (Videos): Working Wounded: Closing A Sale   v_s116
Sales and Marketing (Videos): Working Wounded: Getting Out of a Sales Slump   v_s117
Sales and Marketing (Videos): Working Wounded: Keys to a Successful Marketing Campaign   v_s118
Sales and Marketing (Videos): Working Wounded: Making A Gatekeeper an Ally   v_s119

SAP R/3 Release 4.6   **SAPR34**
SAP R/3 Release 4.6: 1 Getting Started   sapr01
SAP R/3 Release 4.6: 2 Using the Task Interface   sapr02
SAP R/3 Release 4.6: 3 Working with Data in a Task   sapr03
SAP R/3 Release 4.6: 4 Optimizing R/3 and Getting Help   sapr04
SAP R/3 Release 4.6: 5 Reporting   sapr05

Sarbanes-Oxley Act   **SARBOX**
Sarbanes-Oxley Act: 1 Overview, Disclosures, and Reporting   sarb01
Sarbanes-Oxley Act: 2 Standards, Regulations, and Penalties   sarb02

Self-Management (Videos)   **PBS002**
Self-Management (Videos): Becoming More Assertive   v_s201
Self-Management (Videos): Business Protocol   v_s202
Self-Management (Videos): Creative Time Management for the New Millennium   v_s203
Self-Management (Videos): Dealing with Non-Stop Change   v_s204
Self-Management (Videos): Goal Setting and Action Planning   v_s205
Self-Management (Videos): Leap of Faith   v_s206
Self-Management (Videos): Self-Motivation Through Self-Talk   v_s207
Self-Management (Videos): Self-Talk First Aid Kit   v_s208
Self-Management (Videos): The Dynamics of Self-Talk (Interview)   v_s209
Self-Management (Videos): The Influence Edge and Change   v_s210
Self-Management (Videos): The Influence Edge Model   v_s211
Self-Management (Videos): Working Wounded: Dealing with a Messy Desk   v_s212
Self-Management (Videos): Working Wounded: Getting More Work Done   v_s213
Self-Management (Videos): Working Wounded: Office Politics   v_s214
Self-Management (Videos): Working Wounded: Performance Appraisals   v_s215

Sexual Harassment in the Workplace   **SHARSS**
Sexual Harassment in the Workplace: 1 Why Can't We All Just Get Along   v_sh01
Sexual Harassment in the Workplace: 2 Defining Sexual Harassment   shar02
Sexual Harassment in the Workplace: 3 Preventing Sexual Harassment   shar03
Sexual Harassment in the Workplace: 4 Responding to Sexual Harassment   shar04

SharePoint 2003   **SP03MS**
SharePoint 2003: 1 SharePoint Basics   sp0301
SharePoint 2003: 2 Standard Libraries and Lists   sp0302
SharePoint 2003: 3 Advanced SharePoint Features   sp0303
SharePoint 2003: 4 Site Administration Basics   sp0304
SharePoint 2003: 5 Advanced Administration Functions   sp0305

SharePoint 2007   **07SHAR**
SharePoint 2007: 1 Getting Organized   07sh01
SharePoint 2007: 2 Managing Documents   07sh02
SharePoint 2007: 3 Using Libraries and Lists   07sh03
SharePoint 2007: 4 Creating Pages, Workspaces, and Sites   07sh04
SharePoint 2007: 5 Integrating with Microsoft Office   07sh05
SharePoint 2007: 6 Managing Records and Web Content   07sh06
SharePoint 2007: 7 Using Advanced Features   07sh07

Six Sigma (Videos)   **V_SSIG**
Six Sigma (Videos): Deployment Roadmap   v_ss02
Six Sigma (Videos): Lasting Six Sigma   v_ss03
Six Sigma (Videos): Six Sigma Fundamentals   v_ss01

Stress Management   **STRESS**
Stress Management: 1 Stress on the Job   stre01
Stress Management: 2 Resisting Stress   stre02
Stress Management: 3 Assertiveness   stre03
Stress Management: 4 Coping with Anger   stre04

Teams That Work   **TEAMWK**
Teams That Work: 1 Building Effective Teams   team01
Teams That Work: 2 Leading Effective Teams   team02

Time Management for Maximum Productivity   **TIMPRO**
Time Management for Maximum Productivity: 1 Taming Time   timp01
Time Management for Maximum Productivity: 2 Prioritizing and Procrastinating   timp02

Time Management Fundamentals   **TIMEMG**
Time Management Fundamentals: 2 Evaluating and Improving Time Management   time01
Time Management Fundamentals: 3 Organizing Tasks and Creating Uninterrupted Time   time02
Time Management Fundamentals: 4 Managing Meetings   time03
Time Management Fundamentals: 5 Managing Workload   time04
Time Management Fundamentals: 6 Managing Time with Co-Workers   time05

Visio 2002   **VIS2K2**
Visio 2002: 1 Using Tools, Commands, Custom Toolbars, and Menus   vis201
Visio 2002: 2 Working with Objects and Hyperlinks   vis202
Visio 2002: 3 Using the Shape Menu   vis203
Visio 2002: 4 Working with Shapes   vis204
Visio 2002: 5 Defining and Using Styles, Custom Properties, and Templates   vis205
Visio 2002: 6 Working with Pages, Layers, and Stencils   vis206
Visio 2002: 7 Working with Data   vis207
Visio 2002: 8 Understanding ShapeSheets   vis208
Visio 2002: 9 Working with Flowcharts   vis209
Visio 2002:10 Creating Database Models   vis210

Windows 2000 Basics - Client   **WINLIB**
Windows 2000 Basics - Client: 1 Client   winb01

Windows XP Upgrade   **OSXPNW**
Windows XP Upgrade: 1 Home Edition   osxp01
Windows XP Upgrade: 2 Professional   osxp02

Windows Vista   **MSVTEU**
Windows Vista: 1 Understanding the New Interface   msvt01
Windows Vista: 2 Using New Features and Applications   msvt02

Word 2000 MOS Expert   **W2KEXP**
Word 2000 MOS Expert: 1 Page Formatting   w2ke01
Word 2000 MOS Expert: 2 Managing Documents   w2ke02
Word 2000 MOS Expert: 3 Inserting Objects   w2ke03
Word 2000 MOS Expert: 4 Advanced Features   w2ke04
Word 2000 MOS Expert: 5 Workgroups   w2ke05

Word 2000 MOS   **W2KMOU**
Word 2000 MOS: 1 Managing Documents   w2km01
Word 2000 MOS: 2 Working with Text   w2km02
Word 2000 MOS: 3 Formatting Paragraphs   w2km03
Word 2000 MOS: 4 Page Format and Printing   w2km04
Word 2000 MOS: 5 Tables and Other Objects   w2km05

Word 2002   **WXPMOU**
Word 2002: 1 Managing Documents   wxpm01
Word 2002: 2 Working with Text   wxpm02
Word 2002: 3 Formatting Paragraphs   wxpm03
Word 2002: 4 Page Format and Printing   wxpm04
Word 2002: 5 Tables and Other Objects   wxpm05

Word 2003   **WORD03**
Word 2003: 1 Introduction to Word   word01
Word 2003: 2 Navigating, Editing, and Working with Text Blocks   word02
Word 2003: 3 Spell Checking, Print Preparation, and Other Tips   word03

Technical Package

AJAX	**L_AJAX**
AJAX: 1 History and Revival of AJAX	l_aj01
AJAX: 2 Introducing JavaScript	l_aj02
AJAX: 3 The XMLHttpRequest Object	l_aj03
AJAX: 4 N-Tier and AJAX	l_aj04
AJAX: 5 Rich Internet Applications	l_aj05
AJAX: 6 CSS and the DOM	l_aj06
AJAX: 7 AJAX Frameworks	l_aj07
AJAX: 8 Understanding an AJAX Library	l_aj08
AJAX: 9 AJAX and Web Services	l_aj09
AJAX:10 Tagging with AJAX	l_aj10
AJAX:11 Cloning Google Suggest	l_aj11
AJAX:12 User Controls and AJAX.NET	l_aj12
AJAX:13 AJAX and Mapping	l_aj13
AJAX:14 AJAX and Web Parts	l_aj14
AJAX:15 AJAX and ASP.NET Security	l_aj15
AJAX:16 Performance	l_aj16
AJAX:17 Debugging Your Application	l_aj17
AJAX:18 AJAX and Site Testing	l_aj18
AJAX:19 AJAX Usability	l_aj19
AJAX:20 Atlas	l_aj20
C in 21 Days	**CLIB**
C in 21 Days: 1 Week 1	cl1
C in 21 Days: 2 Week 2	cl2
C in 21 Days: 3 Week 3	cl3
CGI/Perl	**CGP001**
CGI/Perl: 1 Getting Familiar with Forms	cg1
CGI/Perl: 2 Building Programs	cg2
CGI/Perl: 3 Web Applications	cg3
CGI/Perl: 4 Interacting with Databases	cg4
CICS/ESA	**CICSER**
CICS/ESA: 1 Fundamentals	cics01
CICS/ESA: 2 Programming Basics	cics02
CICS/ESA: 3 Advanced Programming	cics03
CICS/ESA: 4 Defining Maps	cics04
CICS/ESA: 5 Generating Maps	cics05
CICS/ESA: 6 Using Maps	cics06
Cisco Related Series by MindLeaders BCMSN 642-811	**BCMSNF**
Cisco Related Series by MindLeaders BCMSN 642-811: 1 Switched Networks, VLANs, and Trunks	bcms01
Cisco Related Series by MindLeaders BCMSN 642-811: 2 Spanning Tree Protocol	bcms02
Cisco Related Series by MindLeaders BCMSN 642-811: 3 Enhancements to STP	bcms03
Cisco Related Series by MindLeaders BCMSN 642-811: 4 Multilayer Switching	bcms04
Cisco Related Series by MindLeaders BCMSN 642-811: 5 Availability and Redundancy	bcms05
Cisco Related Series by MindLeaders BCMSN 642-811: 6 Multicasts	bcms06
Cisco Related Series by MindLeaders BCMSN 642-811: 7 Network Quality of Service	bcms07
Cisco Related Series by MindLeaders BCMSN 642-811: 8 QoS Configuration and Verification	bcms08
Cisco Related Series by MindLeaders BCMSN 642-811: 9 MLS Optimization and Security	bcms09
Cisco Related Series by MindLeaders BCMSN 642-811:10 Metro Ethernet	bcms10
Cisco Related Series by MindLeaders BCMSN 642-811:11 Practice Exams	bcms11
Cisco Related Series by MindLeaders BCMSN 642-812	**C81206**
Cisco Related Series by MindLeaders BCMSN 642-812: 1 VLANs	l_8b01
Cisco Related Series by MindLeaders BCMSN 642-812: 2 Spanning Tree Protocols	l_8b02

Cisco Related Series by MindLeaders BCMSN 642-812: 3 Inter-VLAN Routing   l_8b03
Cisco Related Series by MindLeaders BCMSN 642-812: 4 Gateway Redundancy Technologies   l_8b04
Cisco Related Series by MindLeaders BCMSN 642-812: 5 Wireless Client Access   l_8b05
Cisco Related Series by MindLeaders BCMSN 642-812: 6 Security Features in a Switched Network   l_8b06
Cisco Related Series by MindLeaders BCMSN 642-812: 7 Support for Voice   l_8b07
Cisco Related Series by MindLeaders BCMSN 642-812: 8 Practice Exam 1   c81251
Cisco Related Series by MindLeaders BCMSN 642-812: 9 Practice Exam 2   c81252
Cisco Related Series by MindLeaders BCMSN 642-812: 10 Practice Exam 3   c81253

Cisco Related Series by MindLeaders BCRAN 642-821   **BCRANF**
Cisco Related Series by MindLeaders BCRAN 642-821: 1 WAN Technologies, Components, and AAA Security   bcra01
Cisco Related Series by MindLeaders BCRAN 642-821: 2 PPP Authentication & Network Address Translation   bcra02
Cisco Related Series by MindLeaders BCRAN 642-821: 3 Modems and Asynchronous Connections   bcra03
Cisco Related Series by MindLeaders BCRAN 642-821: 4 Using ISDN Connections   bcra04
Cisco Related Series by MindLeaders BCRAN 642-821: 5 Using Frame Relay Connections   bcra05
Cisco Related Series by MindLeaders BCRAN 642-821: 6 Dial-on-Demand and Broadband   bcra06
Cisco Related Series by MindLeaders BCRAN 642-821: 7 Enabling Backup Connections and Management of Traffic   bcra07
Cisco Related Series by MindLeaders BCRAN 642-821: 8 Securing the Network with VPNs   bcra08
Cisco Related Series by MindLeaders BCRAN 642-821: 9 Practice Exams   bcra09

Cisco Related Series by MindLeaders BSCI 642-801   **BSCIFT**
Cisco Related Series by MindLeaders BSCI 642-801: 1 Routing Principles   bsci01
Cisco Related Series by MindLeaders BSCI 642-801: 2 Extending IP Addresses   bsci02
Cisco Related Series by MindLeaders BSCI 642-801: 3 Implementing OSPF in a Single Area   bsci03
Cisco Related Series by MindLeaders BSCI 642-801: 4 Interconnecting OSPF Areas   bsci04
Cisco Related Series by MindLeaders BSCI 642-801: 5 Applying Integrated IS-IS   bsci05
Cisco Related Series by MindLeaders BSCI 642-801: 6 Employing Enhanced IGRP   bsci06
Cisco Related Series by MindLeaders BSCI 642-801: 7 Configuring Border Gateway Protocol   bsci07
Cisco Related Series by MindLeaders BSCI 642-801: 8 Scaling BGP Networks   bsci08
Cisco Related Series by MindLeaders BSCI 642-801: 9 Routing Update Optimization & Redistribution   bsci09
Cisco Related Series by MindLeaders BSCI 642-801:10 Practice Exam   bsci10

Cisco Related Series by MindLeaders BSCI 642-901   **C90106**
Cisco Related Series by MindLeaders BSCI 642-901: 1 EIGRP Operations   l_9001
Cisco Related Series by MindLeaders BSCI 642-901: 2 Multiarea OSPF Operations   l_9002
Cisco Related Series by MindLeaders BSCI 642-901: 3 Integrated IS-IS   l_9003
Cisco Related Series by MindLeaders BSCI 642-901: 4 Cisco IOS Routing Features   l_9004
Cisco Related Series by MindLeaders BSCI 642-901: 5 BGP for Enterprise ISP Connectivity   l_9005
Cisco Related Series by MindLeaders BSCI 642-901: 6 Multicast Forwarding   l_9006
Cisco Related Series by MindLeaders BSCI 642-901:7 IPv6   l_9007
Cisco Related Series by MindLeaders BSCI 642-901: 8 Practice Exam 1   c90151
Cisco Related Series by MindLeaders BSCI 642-901: 9 Practice Exam 2   c90152
Cisco Related Series by MindLeaders BSCI 642-901:10 Practice Exam 3   c90153
Cisco Related Series by MindLeaders BSCI 642-901:11 Practice Exam 4   c90154

Cisco Related Series by MindLeaders CCDA 640-863   **863CCD**
Cisco Related Series by MindLeaders CCDA 640-863: 1 Network Design Methodology   l_8601
Cisco Related Series by MindLeaders CCDA 640-863: 2 Network Structure and Modularity   l_8602
Cisco Related Series by MindLeaders CCDA 640-863: 3 Basic Enterprise Campus Networks   l_8603
Cisco Related Series by MindLeaders CCDA 640-863: 4 Enterprise Edge and Remote Network Modules   l_8604
Cisco Related Series by MindLeaders CCDA 640-863: 5 IP Addressing and Routing Protocols   l_8605
Cisco Related Series by MindLeaders CCDA 640-863: 6 Security Services   l_8606
Cisco Related Series by MindLeaders CCDA 640-863: 7 Voice Networking Considerations   l_8607
Cisco Related Series by MindLeaders CCDA 640-863: 8 Wireless Networking Considerations   l_8608

Cisco Related Series by MindLeaders CCDA 640-863: 9 Practice Exam 1	863c51
Cisco Related Series by MindLeaders CCDA 640-863:10 Practice Exam 2	863c52
Cisco Related Series by MindLeaders CCDA 640-863:11 Practice Exam 3	863c53
Cisco Related Series by MindLeaders CCDA 640-863:12 Practice Exam 4	863c54

Cisco Related Series by MindLeaders CCNA 640-801 **CCNAFT**

Cisco Related Series by MindLeaders CCNA 640-801: 1 The Open Systems Interconnect Model (OSI)	ccna01
Cisco Related Series by MindLeaders CCNA 640-801: 2 Hardware and the OSI Reference Model	ccna02
Cisco Related Series by MindLeaders CCNA 640-801: 3 Wide Area Network Protocols	ccna03
Cisco Related Series by MindLeaders CCNA 640-801: 4 TCP/IP Technologies	ccna04
Cisco Related Series by MindLeaders CCNA 640-801: 5 Understanding Layer 2 Switching Technologies	ccna05
Cisco Related Series by MindLeaders CCNA 640-801: 6 Understanding Layer 3 Routing Technologies	ccna06
Cisco Related Series by MindLeaders CCNA 640-801: 7 Configuring a Cisco Switch	ccna07
Cisco Related Series by MindLeaders CCNA 640-801: 8 Configuring a Cisco Router	ccna08
Cisco Related Series by MindLeaders CCNA 640-801: 9 Creating and Applying Additional Router Configurations	ccna09
Cisco Related Series by MindLeaders CCNA 640-801:10 Practice Exam	ccna10

Cisco Related Series by MindLeaders CCNA 640-802 **802CCN**

Cisco Related Series by MindLeaders CCNA 640-802: 1 Networking Fundamentals	I_8001
Cisco Related Series by MindLeaders CCNA 640-802: 2 Network Models	I_8002
Cisco Related Series by MindLeaders CCNA 640-802: 3 Concepts in IP Addressing	I_8003
Cisco Related Series by MindLeaders CCNA 640-802: 4 Working with Cisco Equipment	I_8004
Cisco Related Series by MindLeaders CCNA 640-802: 5 Managing Your Router	I_8005
Cisco Related Series by MindLeaders CCNA 640-802: 6 Basic Catalyst Switch Operations and Configuration	I_8006
Cisco Related Series by MindLeaders CCNA 640-802: 7 Introduction to WANs	I_8007
Cisco Related Series by MindLeaders CCNA 640-802: 8 Wireless LANs	I_8008
Cisco Related Series by MindLeaders CCNA 640-802: 9 Basic Network Security	I_8009
Cisco Related Series by MindLeaders CCNA 640-802:10 Basic Routing	I_8010
Cisco Related Series by MindLeaders CCNA 640-802:11 Small-Office Internet Connection	I_8011
Cisco Related Series by MindLeaders CCNA 640-802:12 Advanced Catalyst Switch Operations and Configuration	I_8012
Cisco Related Series by MindLeaders CCNA 640-802:13 IP Access Lists	I_8013
Cisco Related Series by MindLeaders CCNA 640-802:14 Advanced Routing	I_8014
Cisco Related Series by MindLeaders CCNA 640-802:15 Advanced WANs	I_8015
Cisco Related Series by MindLeaders CCNA 640-802:16 Advanced IP Concepts	I_8016
Cisco Related Series by MindLeaders CCNA 640-802:17 Practice Exam 1	802c51
Cisco Related Series by MindLeaders CCNA 640-802:18 Practice Exam 2	802c52
Cisco Related Series by MindLeaders CCNA 640-802:19 Practice Exam 3	802c53

Cisco Related Series by MindLeaders CIT 642-831 **CCITFT**

Cisco Related Series by MindLeaders CIT 642-831: 1 Networking Principles and Technologies	ccit01
Cisco Related Series by MindLeaders CIT 642-831: 2 TCP/IP	ccit02
Cisco Related Series by MindLeaders CIT 642-831: 3 Windows Troubleshooting	ccit03
Cisco Related Series by MindLeaders CIT 642-831: 4 The Physical and Data Link Layers	ccit04
Cisco Related Series by MindLeaders CIT 642-831: 5 Virtual LANs	ccit05
Cisco Related Series by MindLeaders CIT 642-831: 6 Serial Links	ccit06
Cisco Related Series by MindLeaders CIT 642-831: 7 Routing Protocols	ccit07
Cisco Related Series by MindLeaders CIT 642-831: 8 ISDN	ccit08
Cisco Related Series by MindLeaders CIT 642-831: 9 Practice Exams	ccit09

Cisco Related Series by MindLeaders ICND1 640-822 **822CCN**

Cisco Related Series by MindLeaders ICND1 640-822: 1 Networking Fundamentals	I_8201
Cisco Related Series by MindLeaders ICND1 640-822: 2 Network Models	I_8202
Cisco Related Series by MindLeaders ICND1 640-822: 3 Concepts in IP Addressing	I_8203

Cisco Related Series by MindLeaders ICND1 640-822: 4 Working with Cisco Equipment I_8204
Cisco Related Series by MindLeaders ICND1 640-822: 5 Managing Your Router I_8205
Cisco Related Series by MindLeaders ICND1 640-822: 6 Basic Catalyst Switch Operations and
Configuration I_8206
Cisco Related Series by MindLeaders ICND1 640-822: 7 Introduction to WANs I_8207
Cisco Related Series by MindLeaders ICND1 640-822: 8 Wireless LANs I_8208
Cisco Related Series by MindLeaders ICND1 640-822: 9 Basic Network Security I_8209
Cisco Related Series by MindLeaders ICND1 640-822:10 Basic Routing I_8210
Cisco Related Series by MindLeaders ICND1 640-822:11 Small-Office Internet Connection I_8211

Cisco Related Series by MindLeaders ICND2 640-816 **816CCN**
Cisco Related Series by MindLeaders ICND2 640-816: 1 Advanced Catalyst Switch Operations and
Configuration I_8101
Cisco Related Series by MindLeaders ICND2 640-816: 2 IP Access Lists I_8102
Cisco Related Series by MindLeaders ICND2 640-816: 3 Advanced Routing I_8103
Cisco Related Series by MindLeaders ICND2 640-816: 4 Advanced WANs I_8104
Cisco Related Series by MindLeaders ICND2 640-816: 5 Advanced IP Concepts I_8105

Cisco Related Series by MindLeaders ISCW 642-825 **C82506**
Cisco Related Series by MindLeaders ISCW 642-825: 1 Basic Teleworker Services I_8i01
Cisco Related Series by MindLeaders ISCW 642-825: 2 Frame-Mode MPLS I_8i02
Cisco Related Series by MindLeaders ISCW 642-825: 3 Site-to-Site IPSec VPN I_8i03
Cisco Related Series by MindLeaders ISCW 642-825: 4 Network Security Strategies I_8i04
Cisco Related Series by MindLeaders ISCW 642-825: 5 Cisco Device Hardening I_8i05
Cisco Related Series by MindLeaders ISCW 642-825: 6 Cisco IOS Firewall I_8i06
Cisco Related Series by MindLeaders ISCW 642-825: 7 Cisco IOS Intrusion Protection System I_8i07
Cisco Related Series by MindLeaders ISCW 642-825: 8 Practice Exam 1 c82551
Cisco Related Series by MindLeaders ISCW 642-825: 9 Practice Exam 2 c82552
Cisco Related Series by MindLeaders ISCW 642-825: 10 Practice Exam 3 c82553

Cisco Related Series by MindLeaders ONT 642-845 **C84506**
Cisco Related Series by MindLeaders ONT 642-845: 1 Cisco VoIP Implementations I_8401
Cisco Related Series by MindLeaders ONT 642-845: 2 QoS Considerations I_8402
Cisco Related Series by MindLeaders ONT 642-845: 3 DiffServ QoS Implementations I_8403
Cisco Related Series by MindLeaders ONT 642-845: 4 AutoQoS I_8404
Cisco Related Series by MindLeaders ONT 642-845: 5 WLAN Security and Management I_8405
Cisco Related Series by MindLeaders ONT 642-845: 6 Practice Exam 1 c84551
Cisco Related Series by MindLeaders ONT 642-845: 7 Practice Exam 2 c84552
Cisco Related Series by MindLeaders ONT 642-845: 8 Practice Exam 3 c84553
Cisco Related Series by MindLeaders ONT 642-845: 9 Practice Exam 4 c84554

CISSP Security Professional **CISSPS**
CISSP Security Professional: 1 Access Control Systems and Methodology ciss01
CISSP Security Professional: 2 Telecommunications and Network Security ciss02
CISSP Security Professional: 3 Security Management and Practices ciss03
CISSP Security Professional: 4 Applications and Systems Development Security ciss04
CISSP Security Professional: 5 Cryptography, Security Architecture, and Security Models ciss05
CISSP Security Professional: 6 Operations Security ciss06
CISSP Security Professional: 7 Business Continuity and Disaster Recovery Planning ciss07
CISSP Security Professional: 8 Law, Investigation, Ethics, and Physical Security ciss08
CISSP Security Professional: 9 Practice Exams ciss09

CIW Foundations 1D0-510 **L_CIWF**
CIW Foundations 1D0-510: 1 IT Job Roles I_ci01
CIW Foundations 1D0-510: 2 Internet Access Infrastructure I_ci02
CIW Foundations 1D0-510: 3 Web Browsers I_ci03
CIW Foundations 1D0-510: 4 Electronic Mail I_ci04
CIW Foundations 1D0-510: 5 Networking and Internet Services I_ci05
CIW Foundations 1D0-510: 6 Communicating with Internet Technology I_ci06

CIW Foundations 1D0-510: 7 Web Browser Customizations   I_ci07
CIW Foundations 1D0-510: 8 Internet Client Security Issues   I_ci08
CIW Foundations 1D0-510: 9 Web Search Engines   I_ci09
CIW Foundations 1D0-510:10 PIMs, File Transmissions, and Usage Issues   I_ci10
CIW Foundations 1D0-510:11 Project Management Concepts   I_ci11
CIW Foundations 1D0-510:12 Database Concepts   I_ci12
CIW Foundations 1D0-510:13 Web Page Creation   I_ci13
CIW Foundations 1D0-510:14 HTML and Graphics   I_ci14
CIW Foundations 1D0-510:15 Web Page Design and Color   I_ci15
CIW Foundations 1D0-510:16 HTML User-Input Forms   I_ci16
CIW Foundations 1D0-510:17 HTML Frames   I_ci17
CIW Foundations 1D0-510:18 XML and Server-Side Programming Languages   I_ci18
CIW Foundations 1D0-510:19 Web Site Navigation and Accessibility   I_ci19
CIW Foundations 1D0-510:20 Cascading Style Sheets (CSS)   I_ci20
CIW Foundations 1D0-510:21 Extensible Hypertext Markup Language (XHTML)   I_ci21
CIW Foundations 1D0-510:22 Web Technologies   I_ci22
CIW Foundations 1D0-510:23 GUI HTML-Editing Software   I_ci23
CIW Foundations 1D0-510:24 Web Site Performance Issues   I_ci24
CIW Foundations 1D0-510:25 Web Site Planning   I_ci25
CIW Foundations 1D0-510:26 Web Site Development and Maintenance   I_ci26
CIW Foundations 1D0-510:27 Oral Web Site Presentation   I_ci27
CIW Foundations 1D0-510:28 E-Commerce Technologies and Concepts   I_ci28
CIW Foundations 1D0-510:29 Database Connectivity   I_ci29
CIW Foundations 1D0-510:30 Service Providers   I_ci30
CIW Foundations 1D0-510:31 The End User Experience/Site Creativity   I_ci31
CIW Foundations 1D0-510:32 Copyright and Ethical Issues   I_ci32
CIW Foundations 1D0-510:33 Basic Data Communications   I_ci33
CIW Foundations 1D0-510:34 Networking Hardware   I_ci34
CIW Foundations 1D0-510:35 IP Addresses   I_ci35
CIW Foundations 1D0-510:36 Internet Servers   I_ci36
CIW Foundations 1D0-510:37 Client Performance Issues   I_ci37
CIW Foundations 1D0-510:38 Network-Aware System Maintenance   I_ci38
CIW Foundations 1D0-510:39 Network-Based Client Operating Systems   I_ci39
CIW Foundations 1D0-510:40 Wireless Networks   I_ci40
CIW Foundations 1D0-510:41 Managing IT Careers   I_ci41

CIW Security 1D0-470   **CIWSEC**
CIW Security 1D0-470: 1 Security Fundamentals   ciws01
CIW Security 1D0-470: 2 Attack Types and Encryption   ciws02
CIW Security 1D0-470: 3 Protocol Layers and Security   ciws03
CIW Security 1D0-470: 4 Firewalls   ciws04
CIW Security 1D0-470: 5 Operating System Security   ciws05
CIW Security 1D0-470: 6 Assessing and Reducing Risk   ciws06
CIW Security 1D0-470: 7 Security Auditing   ciws07
CIW Security 1D0-470: 8 Auditing and the Control Phase   ciws08
CIW Security 1D0-470: 9 Attack Detection and Response   ciws09
CIW Security 1D0-470:10 Auditing and Log Analysis   ciws10

Client/Server   **CSTLIB**
Client/Server: C/S Technology for Managers   cs1

CMS (Conversational Monitor System)   **CMSSER**
CMS (Conversational Monitor System): 1 CMS for New Users   cmss01
CMS (Conversational Monitor System): 2 Advanced CMS Functions   cmss02

COBOL (New)   **COBNEW**
COBOL (New): 1 CICS and the New COBOL   cobn01
COBOL (New): 2 Migration to the New COBOL   cobn02
COBOL (New): 3 Functions in the New COBOL   cobn03

COBOL (New): 4 Compiling and Debugging   cobn04

COBOL (OS/VS)   **COBOSV**
COBOL (OS/VS): 1 Fundamentals   cobo01
COBOL (OS/VS): 2 Program Structure   cobo02
COBOL (OS/VS): 3 Data Division   cobo03
COBOL (OS/VS): 4 Procedure Division   cobo04
COBOL (OS/VS): 5 Completing Your Program   cobo05
COBOL (OS/VS): 6 Numerics   cobo06
COBOL (OS/VS): 7 Arithmetic Statements   cobo07

COBOL   **COBSER**
COBOL: 1 Basics   cobs01
COBOL: 2 Program Structure   cobs02
COBOL: 3 Data Structure   cobs03
COBOL: 4 Coding the Procedure Division   cobs04
COBOL: 5 Completing the Procedure Division   cobs05
COBOL: 6 Numerics   cobs06
COBOL: 7 Coding Arithmetic Statements   cobs07

ColdFusion MX   **CFUSMX**
ColdFusion MX: 1 Introduction and Installation   cfus01
ColdFusion MX: 2 Talking with the Database   cfus02
ColdFusion MX: 3 Displaying Data   cfus03
ColdFusion MX: 4 Programming and Application Framework   cfus04
ColdFusion MX: 5 Custom Tags and Building Blocks   cfus05
ColdFusion MX: 6 Using E-mail, Complex Data Types, and FTP   cfus06
ColdFusion MX: 7 Securing, Debugging, and Improving Application Performance   cfus07
ColdFusion MX: 8 Using Flash, Java, and XML   cfus08
ColdFusion MX: 9 Integration and Understanding Fusebox and FLiP   cfus09
ColdFusion MX:10 Functions, Tags, and Resources   cfus10

CompTIA A+ Depot Technician 220-604   **604APL**
CompTIA A+ Depot Technician 220-604: 1 Troubleshooting and Preventive Maintenance   l_a401
CompTIA A+ Depot Technician 220-604: 2 Advanced PC Troubleshooting   l_a402
CompTIA A+ Depot Technician 220-604: 3 Portable Computer Fundamentals   l_a403
CompTIA A+ Depot Technician 220-604: 4 Maintaining and Repairing Portable Computers   l_a404
CompTIA A+ Depot Technician 220-604: 5 Printers and Scanners   l_a405
CompTIA A+ Depot Technician 220-604: 6 Troubleshooting Printer Problems   l_a406
CompTIA A+ Depot Technician 220-604: 7 Security   l_a407
CompTIA A+ Depot Technician 220-604: 8 Safety and Environmental Issues   l_a408
CompTIA A+ Depot Technician 220-604: 9 Advanced PC Component Installations and Upgrades   l_a409
CompTIA A+ Depot Technician 220-604:10 Practice Exam 1   604a51
CompTIA A+ Depot Technician 220-604:11 Practice Exam 2   604a52
CompTIA A+ Depot Technician 220-604:12 Practice Exam 3   604a53
CompTIA A+ Depot Technician 220-604:13 Practice Exam 4   604a54
CompTIA A+ Depot Technician 220-604:14 Practice Exam 5   604a55
CompTIA A+ Depot Technician 220-604:15 Practice Exam 6   604a56

CompTIA A+ Essentials 220-601   **AESSEN**
CompTIA A+ Essentials 220-601: 1 Computer Components   aess01
CompTIA A+ Essentials 220-601: 2 Operating Systems   aess02
CompTIA A+ Essentials 220-601: 3 Diagnosing Problems   aess03
CompTIA A+ Essentials 220-601: 4 Laptops and Portable Devices   aess04
CompTIA A+ Essentials 220-601: 5 Printers and Scanners   aess05
CompTIA A+ Essentials 220-601: 6 Networks   aess06
CompTIA A+ Essentials 220-601: 7 Security   aess07
CompTIA A+ Essentials 220-601: 8 Safety, Environment, and Customer Issues   aess08
CompTIA A+ Essentials 220-601: 9 Practice Exam 1   aess51

CompTIA A+ Essentials 220-601:10 Practice Exam 2   aess52
CompTIA A+ Essentials 220-601:11 Practice Exam 3   aess53
CompTIA A+ Essentials 220-601:12 Practice Exam 4   aess54
CompTIA A+ Essentials 220-601:13 Practice Exam 5   aess55
CompTIA A+ Essentials 220-601:14 Practice Exam 6   aess56

CompTIA A+ IT Technician 220-602   **602APL**
CompTIA A+ IT Technician 220-602: 1 Installing and Configuring PC Components   l_a201
CompTIA A+ IT Technician 220-602: 2 Troubleshooting and Preventive Maintenance   l_a202
CompTIA A+ IT Technician 220-602: 3 Advanced PC Troubleshooting   l_a203
CompTIA A+ IT Technician 220-602: 4 Portable Computer Fundamentals   l_a204
CompTIA A+ IT Technician 220-602: 5 Maintaining and Repairing Portable Computers   l_a205
CompTIA A+ IT Technician 220-602: 6 Major Windows Structures   l_a206
CompTIA A+ IT Technician 220-602: 7 Optimizing Operating Systems   l_a207
CompTIA A+ IT Technician 220-602: 8 Operating System Utilities   l_a208
CompTIA A+ IT Technician 220-602: 9 Basic OS Troubleshooting and Maintenance   l_a209
CompTIA A+ IT Technician 220-602:10 Printers and Scanners   l_a210
CompTIA A+ IT Technician 220-602:11 Troubleshooting Printer Problems   l_a211
CompTIA A+ IT Technician 220-602:12 Wide Area Networking   l_a212
CompTIA A+ IT Technician 220-602:13 Network Troubleshooting   l_a213
CompTIA A+ IT Technician 220-602:14 Security   l_a214
CompTIA A+ IT Technician 220-602:15 Safety and Environmental Issues   l_a215
CompTIA A+ IT Technician 220-602:16 Professionalism and Communication   l_a216
CompTIA A+ IT Technician 220-602:17 Practice Exam 1   602A51
CompTIA A+ IT Technician 220-602:18 Practice Exam 2   602A52
CompTIA A+ IT Technician 220-602:19 Practice Exam 3   602A53
CompTIA A+ IT Technician 220-602:20 Practice Exam 4   602A54
CompTIA A+ IT Technician 220-602:21 Practice Exam 5   602A55

CompTIA A+ Remote Support Technician 220-603   **603APL**
CompTIA A+ Remote Support Technician 220-603: 1 Installing and Configuring PC Components   l_a301
CompTIA A+ Remote Support Technician 220-603: 2 Troubleshooting and Preventive Maintenance l_a302
CompTIA A+ Remote Support Technician 220-603: 3 Advanced PC Troubleshooting   l_a303
CompTIA A+ Remote Support Technician 220-603: 4 Major Windows Structures   l_a304
CompTIA A+ Remote Support Technician 220-603: 5 Optimizing Operating Systems   l_a305
CompTIA A+ Remote Support Technician 220-603: 6 Operating System Utilities   l_a306
CompTIA A+ Remote Support Technician 220-603: 7 Basic OS Troubleshooting and Maintenance   l_a307
CompTIA A+ Remote Support Technician 220-603: 8 Printers and Scanners   l_a308
CompTIA A+ Remote Support Technician 220-603: 9 Troubleshooting Printer Problems   l_a309
CompTIA A+ Remote Support Technician 220-603:10 Installing Local Area Networks   l_a310
CompTIA A+ Remote Support Technician 220-603:11 Wide Area Networking   l_a311
CompTIA A+ Remote Support Technician 220-603:12 Network Troubleshooting   l_a312
CompTIA A+ Remote Support Technician 220-603:13 Security   l_a313
CompTIA A+ Remote Support Technician 220-603:14 Professionalism and Communication   l_a314
CompTIA A+ Remote Support Technician 220-603:15 Practice Exam 1   603a51
CompTIA A+ Remote Support Technician 220-603:16 Practice Exam 2   603a52
CompTIA A+ Remote Support Technician 220-603:17 Practice Exam 3   603a53
CompTIA A+ Remote Support Technician 220-603:18 Practice Exam 4   603a54
CompTIA A+ Remote Support Technician 220-603:19 Practice Exam 5   603a55
CompTIA A+ Remote Support Technician 220-603:20 Practice Exam 6   603a56

CompTIA Network+ 2005 (N10-003)   **NWPLUS**
CompTIA Network+ 2005 (N10-003): 1 Network Fundamentals and Operating Systems   nwpl01
CompTIA Network+ 2005 (N10-003): 2 Network Media   nwpl02
CompTIA Network+ 2005 (N10-003): 3 Network Devices   nwpl03
CompTIA Network+ 2005 (N10-003): 4 Wireless Technologies   nwpl04
CompTIA Network+ 2005 (N10-003): 5 The OSI Model   nwpl05
CompTIA Network+ 2005 (N10-003): 6 TCP/IP Fundamentals   nwpl06
CompTIA Network+ 2005 (N10-003): 7 TCP/IP Configuration and Utilities   nwpl07

CompTIA Network+ 2005 (N10-003): 8 Network and Remote Access Service   nwpl08
CompTIA Network+ 2005 (N10-003): 9 Network Infrastructure and Security   nwpl09
CompTIA Network+ 2005 (N10-003):10 Fault Management and Disaster Recovery   nwpl10
CompTIA Network+ 2005 (N10-003):11 Troubleshooting   nwpl11

CompTIA Security+ SY0-101   **SCRTYP**
CompTIA Security+ SY0-101: 1 Exam Basics   scrt01
CompTIA Security+ SY0-101: 2 General Security Concepts   scrt02
CompTIA Security+ SY0-101: 3 Remote Access and Wireless LANs   scrt03
CompTIA Security+ SY0-101: 4 E-Mail, Internet, and File Security   scrt04
CompTIA Security+ SY0-101: 5 Infrastructure Security   scrt05
CompTIA Security+ SY0-101: 6 Security Baselines   scrt06
CompTIA Security+ SY0-101: 7 Cryptography   scrt07
CompTIA Security+ SY0-101: 8 Operational Security   scrt08
CompTIA Security+ SY0-101: 9 Organizational Security   scrt09
CompTIA Security+ SY0-101:10 Practice Exam   scrt10

CompTIA Server+ 2005 (SK0-002)   **SVRPLS**
CompTIA Server+ 2005 (SK0-002): 1 Server Basics   svrp01
CompTIA Server+ 2005 (SK0-002): 2 Server Availability   svrp02
CompTIA Server+ 2005 (SK0-002): 3 Multiprocessing and Server Memory   svrp03
CompTIA Server+ 2005 (SK0-002): 4 Server Bus Architecture   svrp04
CompTIA Server+ 2005 (SK0-002): 5 SCSI Systems   svrp05
CompTIA Server+ 2005 (SK0-002): 6 IDE/ATA and RAID Systems   svrp06
CompTIA Server+ 2005 (SK0-002): 7 Advanced Storage Arrays   svrp07
CompTIA Server+ 2005 (SK0-002): 8 Installing Hardware   svrp08
CompTIA Server+ 2005 (SK0-002): 9 Server Management and Configuration   svrp09
CompTIA Server+ 2005 (SK0-002):10 Preparing the Server for Service   svrp10
CompTIA Server+ 2005 (SK0-002):11 Upgrading the Basic System   svrp11
CompTIA Server+ 2005 (SK0-002):12 Adapters, Peripherals, Monitoring Agents and Service Tools   svrp12
CompTIA Server+ 2005 (SK0-002):13 Maintenance and Environmental Issues   svrp13
CompTIA Server+ 2005 (SK0-002):14 Server Problem Determination   svrp14
CompTIA Server+ 2005 (SK0-002):15 Troubleshooting   svrp15
CompTIA Server+ 2005 (SK0-002):16 Disaster Recovery   svrp16
CompTIA Server+ 2005 (SK0-002):17 Practice Exams   svrp17

Data Warehousing   **DWHLIB**
Data Warehousing: 1 Concepts   dw1
Data Warehousing: 2 Management   dw2

DB2 Universal Database   **DEEBEE**
DB2 Universal Database: 1 Features of DB2   deeb01
DB2 Universal Database: 2 Installing and Configuring DB2   deeb02
DB2 Universal Database: 3 DB2 Instances, Server Communications, and Clients   deeb03
DB2 Universal Database: 4 Data Security and Database Creation   deeb04
DB2 Universal Database: 5 Creating Table Spaces and Accessing Data   deeb05
DB2 Universal Database: 6 SQL and Design Considerations   deeb06
DB2 Universal Database: 7 System Tools and Recovery Concepts   deeb07
DB2 Universal Database: 8 Moving and Replicating Data   deeb08
DB2 Universal Database: 9 Monitoring DB2 Performance   deeb09

DB2   **DB2SER**
DB2: 1 The Programming Environment   db2s01
DB2: 2 Row and Table Manipulation   db2s02
DB2: 3 Program Development and Efficiency   db2s03

Dynamic HTML   **DHT001**
Dynamic HTML: 1 DHTML and Style Sheets   dh1
Dynamic HTML: 2 Using JavaScript   dh2

Dynamic HTML: 3 Objects and Events   dh3
Dynamic HTML: 4 Styles and Content   dh4
Dynamic HTML: 5 Data from Other Sources   dh5

EASYTRIEVE   **EASTRV**
EASYTRIEVE: 1 Using EASYTRIEVE PLUS   east01
EASYTRIEVE: 2 Enhancing the Program   east02

Exchange 2000 Administration MCSE 70-224   **E2242K**
Exchange 2000 Administration MCSE 70-224: 1 Installation and Coexistence   e22401
Exchange 2000 Administration MCSE 70-224: 2 Creating and Managing Recipient Objects   e22402
Exchange 2000 Administration MCSE 70-224: 3 Creating and Managing Groups and Connectors e22403
Exchange 2000 Administration MCSE 70-224: 4 Deploying Instant Messaging   e22404
Exchange 2000 Administration MCSE 70-224: 5 Administering the Chat Service   e22405
Exchange 2000 Administration MCSE 70-224: 6 Working with Clients   e22406
Exchange 2000 Administration MCSE 70-224: 7 Using Public Folders   e22407
Exchange 2000 Administration MCSE 70-224: 8 Security and Performance   e22408
Exchange 2000 Administration MCSE 70-224: 9 Backing Up Data   e22409

FOCUS   **FOCSER**
FOCUS: 1 Getting Started   focs01
FOCUS: 2 Working with FOCUS   focs02
FOCUS: 3 Basic Report Preparation   focs03
FOCUS: 4 Creating Simple Reports   focs04
FOCUS: 5 Creating Complex Reports   focs05
FOCUS: 6 Additional Reporting Techniques   focs06
FOCUS: 7 Fundamentals of Graphs   focs07
FOCUS: 8 Advanced Graph Topics   focs08
FOCUS: 9 Data Manipulation for Reporting   focs09
FOCUS:10 Advanced Screening Techniques   focs10
FOCUS:11 Creating File Definitions   focs11
FOCUS:12 Adjusting File Definitions   focs12
FOCUS:13 Accessing External Files   focs13
FOCUS:14 Basic MODIFY Requests   focs14
FOCUS:15 Segment Modification   focs15
FOCUS:16 Complex MODIFY Requests   focs16
FOCUS:17 Additional File Maintenance   focs17
FOCUS:18 Dialogue Manager and FIDEL   focs18
FOCUS:19 More Features of FIDEL   focs19
FOCUS:20 MAINTAIN Facility   focs20
FOCUS:21 Completing a MAINTAIN Application   focs21

GUI Design   **GUILIB**
GUI Design: 1 Planning an Interface   gu1
GUI Design: 2 Developing an Interface   gu2
GUI Design: 3 Designing Screen Elements   gu3

IIS 6   **IISSIX**
IIS 6: 1 Architecture and Features   iiss01
IIS 6: 2 Installation   iiss02
IIS 6: 3 Administration   iiss03
IIS 6: 4 Remote Administration   iiss04
IIS 6: 5 Creating and Configuring Web Sites   iiss05
IIS 6: 6 Creating and Configuring Applications and FTP Sites   iiss06
IIS 6: 7 Security   iiss07
IIS 6: 8 Working from the Command Line   iiss08
IIS 6: 9 Performance Tuning and Monitoring   iiss09
IIS 6:10 Maintenance and Troubleshooting   iiss10

Java 2 5.0 Programming: 2 Introducing Data Types and Operators   j25002
Java 2 5.0 Programming: 3 Program Control Statements   j25003
Java 2 5.0 Programming: 4 Classes, Objects, and Methods   j25004
Java 2 5.0 Programming: 5 More Data Types and Operators   j25005
Java 2 5.0 Programming: 6 More Methods and Classes   j25006
Java 2 5.0 Programming: 7 Inheritance   j25007
Java 2 5.0 Programming: 8 Packages and Interfaces   j25008
Java 2 5.0 Programming: 9 Exception Handling   j25009
Java 2 5.0 Programming:10 Using I/O   j25010
Java 2 5.0 Programming:11 Multithread Programming   j25011
Java 2 5.0 Programming:12 Enumerations and Autoboxing   j25012
Java 2 5.0 Programming:13 Generics   j25013
Java 2 5.0 Programming:14 Applets and Events   j25014

Java 2 Enterprise Design   **J51310**
Java 2 Enterprise Design: 1 Enterprise Foundations   j51301
Java 2 Enterprise Design: 2 Modeling Components with JavaBeans   j51302
Java 2 Enterprise Design: 3 Enterprise Data and JDBC   j51303
Java 2 Enterprise Design: 4 Network and Web Communications   j51304
Java 2 Enterprise Design: 5 CORBA, RMI, and DCOM Communications   j51305
Java 2 Enterprise Design: 6 Naming, Directory, Trading, and Activation Services   j51306
Java 2 Enterprise Design: 7 Messaging and Transaction Services   j51307
Java 2 Enterprise Design: 8 Systems Assurance and Security   j51308
Java 2 Enterprise Design: 9 Java's Security Features   j51309
Java 2 Enterprise Design:10 Enterprise Web Enabling   j51310
Java 2 Enterprise Design:11 Java Servlets   j51311
Java 2 Enterprise Design:12 JavaServer Pages   j51312
Java 2 Enterprise Design:13 Enterprise Applications and Enterprise JavaBeans   j51313
Java 2 Enterprise Design:14 Advanced Enterprise JavaBeans and Application Integration   j51314

Java 2 Programmer Certification 310-035   **J25310**
Java 2 Programmer Certification 310-035: 1 Java and Object-Oriented Fundamentals   j25301
Java 2 Programmer Certification 310-035: 2 Declarations, Flow Control, and Exception Handling   j25302
Java 2 Programmer Certification 310-035: 3 Classes, Interfaces, Methods, and Garbage Collection   j25303
Java 2 Programmer Certification 310-035: 4 Threads   j25304
Java 2 Programmer Certification 310-035: 5 The java.lang Package   j25305
Java 2 Programmer Certification 310-035: 6 The java.util Package   j25306
Java 2 Programmer Certification 310-035: 7 GUI Components and Containers of the java.awt   j25307
Package
Java 2 Programmer Certification 310-035: 8 Layouts and Event Handlers of the java.awt Package   j25308
Java 2 Programmer Certification 310-035: 9 Graphic and Image Elements of the java.awt Package   j25309
Java 2 Programmer Certification 310-035:10 The java.io Package   j25310

Java Web Services   **L_JAWS**
Java Web Services: 1 The Web Services Architecture   l_ja01
Java Web Services: 2 Creating and Hosting Web Services   l_ja02
Java Web Services: 3 Java and Web Services   l_ja03
Java Web Services: 4 The Simple Object Access Protocol (SOAP)   l_ja04
Java Web Services: 5 The Java APIs for SOAP Messaging (SAAJ)   l_ja05
Java Web Services: 6 Java API for XML Messaging (JAXM)   l_ja06
Java Web Services: 7 Web Services Description Languages (WSDL)   l_ja07
Java Web Services: 8 The Java API for XML-Based RPC (JAX-RPC)   l_ja08
Java Web Services: 9 Generating Web Services from Java Code   l_ja09
Java Web Services:10 Generating Java Web Services from WSDL   l_ja10
Java Web Services:11 Best Practices and Techniques   l_ja11
Java Web Services:12 EJB, JSP, and Web Services   l_ja12
Java Web Services:13 Service Lifecycle and Message Handlers   l_ja13
Java Web Services:14 SOAP Attachments   l_ja14
Java Web Services:15 Securing Web Services   l_ja15

Microsoft .NET 2.0 App Development MCTS 70-536: 8 Visual Basic Practice Exam 1   536m50
Microsoft .NET 2.0 App Development MCTS 70-536: 9 Visual Basic Practice Exam 2   536m51
Microsoft .NET 2.0 App Development MCTS 70-536: 10 Visual Basic Practice Exam 3   536m52
Microsoft .NET 2.0 App Development MCTS 70-536: 11 C# Practice Exam 1   536m53
Microsoft .NET 2.0 App Development MCTS 70-536: 12 C# Practice Exam 2   536m54
Microsoft .NET 2.0 App Development MCTS 70-536: 13 C# Practice Exam 3   536m55

Microsoft .NET 2.0 Distributed Apps MCTS 70-529   **529MCT**
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 1 Creating and Accessing XML Web Services   l_m501
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 2 Configuring and Customizing Web Service Applications   l_m502
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 3 Creating, Configuring, and Deploying Remoting Applications   l_m503
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 4 Implementing Asynchronous Calls and Remoting Events   l_m504
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 5 Implementing Web Services Enhancements (WSE) 3.0   l_m505
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 6 Creating Serviced Components and Using Message Queuing   l_m506
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 7 Visual Basic Practice Exam 1   529m51
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 8 Visual Basic Practice Exam 2   529m52
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 9 Visual Basic Practice Exam 3   529m53
Microsoft .NET 2.0 Distributed Apps MCTS 70-529:10 C# Practice Exam 1   529m54
Microsoft .NET 2.0 Distributed Apps MCTS 70-529:11 C# Practice Exam 2   529m55
Microsoft .NET 2.0 Distributed Apps MCTS 70-529:12 C# Practice Exam 3   529m56

Microsoft .NET 2.0 Web Development MCTS 70-528   **528MCT**
Microsoft .NET 2.0 Web Development MCTS 70-528: 1 Creating and Programming Web Applications   l_5201
Microsoft .NET 2.0 Web Development MCTS 70-528: 2 Configuring a Web Application   l_5202
Microsoft .NET 2.0 Web Development MCTS 70-528: 3 Using Globalization, Localization, and Accessibility   l_5203
Microsoft .NET 2.0 Web Development MCTS 70-528: 4 Using ADO.NET and XML with ASP.NET   l_5204
Microsoft .NET 2.0 Web Development MCTS 70-528: 5 Creating Custom Web Controls   l_5205
Microsoft .NET 2.0 Web Development MCTS 70-528: 6 Deploying ASP.NET Applications   l_5206
Microsoft .NET 2.0 Web Development MCTS 70-528: 7 Troubleshooting and Optimizing Web Applications   l_5207
Microsoft .NET 2.0 Web Development MCTS 70-528: 8 Customizing and Personalizing Web Applications   l_5208
Microsoft .NET 2.0 Web Development MCTS 70-528: 9 Implementing Authentication and Authorization   l_5209
Microsoft .NET 2.0 Web Development MCTS 70-528:10 Creating ASP.NET Mobile Web Applications   l_5210
Microsoft .NET 2.0 Web Development MCTS 70-528:11 Visual Basic Practice Exam 1   528m50
Microsoft .NET 2.0 Web Development MCTS 70-528:12 Visual Basic Practice Exam 2   528m51
Microsoft .NET 2.0 Web Development MCTS 70-528:13 Visual Basic Practice Exam 3   528m52
Microsoft .NET 2.0 Web Development MCTS 70-528:14 C# Practice Exam 1   528m53
Microsoft .NET 2.0 Web Development MCTS 70-528:15 C# Practice Exam 2   528m54
Microsoft .NET 2.0 Web Development MCTS 70-528:16 C# Practice Exam 3   528m55

Microsoft .NET 2.0 Windows Development MCTS 70-526   **M70526**
Microsoft .NET 2.0 Windows Development MCTS 70-526: 1 Creating User Interfaces   l_m701
Microsoft .NET 2.0 Windows Development MCTS 70-526: 2 Integrating Data   l_m702
Microsoft .NET 2.0 Windows Development MCTS 70-526: 3 Implementing Printing and Reporting Functionality   l_m703
Microsoft .NET 2.0 Windows Development MCTS 70-526: 4 Enhancing Usability   l_m704
Microsoft .NET 2.0 Windows Development MCTS 70-526: 5 Implementing Asynchronous Programming Techniques   l_m705
Microsoft .NET 2.0 Windows Development MCTS 70-526: 6 Developing Form Controls   l_m706

Microsoft .NET 2.0 Windows Development MCTS 70-526: 7 Configuring and Deploying Applications   l_m707
Microsoft .NET 2.0 Windows Development MCTS 70-526: 8 Visual Basic Practice Exam 1   m70551
Microsoft .NET 2.0 Windows Development MCTS 70-526: 9 Visual Basic Practice Exam 2   m70552
Microsoft .NET 2.0 Windows Development MCTS 70-526:10 Visual Basic Practice Exam 3   m70553
Microsoft .NET 2.0 Windows Development MCTS 70-526:11 Visual Basic Practice Exam 4   m70554
Microsoft .NET 2.0 Windows Development MCTS 70-526:12 C# Practice Exam 5   m70555
Microsoft .NET 2.0 Windows Development MCTS 70-526:13 C# Practice Exam 6   m70556
Microsoft .NET 2.0 Windows Development MCTS 70-526:14 C# Practice Exam 7   m70557
Microsoft .NET 2.0 Windows Development MCTS 70-526:15 C# Practice Exam 8   m70558

Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316   **APPNET**
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 1 Windows Forms   appn01
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 2 Components, Assemblies, and Services   appn02
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 3 Data Binding and Data Manipulation   appn03
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 4 User Assistance and Accessibility   appn04
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 5 Testing, Deployment, Configuration and Support   appn05
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 6 Practice Exams   appn06

Microsoft .NET Architectures MCP/MCSD 70-300   **ARCNET**
Microsoft .NET Architectures MCP/MCSD 70-300: 1 Envisioning the Solution and Analyzing Business Requirements   arcn01
Microsoft .NET Architectures MCP/MCSD 70-300: 2 Analyzing User, Operational, and Infrastructure Requirements   arcn02
Microsoft .NET Architectures MCP/MCSD 70-300: 3 Developing Specifications and Creating the Conceptual Design   arcn03
Microsoft .NET Architectures MCP/MCSD 70-300: 4 Creating the Logical Design   arcn04
Microsoft .NET Architectures MCP/MCSD 70-300: 5 Creating the Logical Data Model and Physical Design   arcn05
Microsoft .NET Architectures MCP/MCSD 70-300: 6 Deploying the Application and Creating Standards   arcn06
Microsoft .NET Architectures MCP/MCSD 70-300: 7 Practice Exam   arcn07

Microsoft Exchange Server 2003 MCSA/MCSE 70-284   **EXMANG**
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 1 Implementing and Troubleshooting   exma01
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 2 Managing Exchange Recipient Objects   exma02
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 3 Managing Address Lists and Policies   exma03
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 4 Managing the Exchange Organization   exma04
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 5 Managing Computers and Performance   exma05
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 6 Security and Troubleshooting   exma06
Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 7 Practice Exams   exma07

Microsoft Exchange Server 2007 MCTS 70-236   **236MCT**
Microsoft Exchange Server 2007 MCTS 70-236: 1 Exchange Server 2007 and Active Directory Review   l_2301
Microsoft Exchange Server 2007 MCTS 70-236: 2 Preparing for the Exchange Server   l_2302
Microsoft Exchange Server 2007 MCTS 70-236: 3 Installing Exchange Server 2007   l_2303
Microsoft Exchange Server 2007 MCTS 70-236: 4 Configuring Exchange Server Roles   l_2304
Microsoft Exchange Server 2007 MCTS 70-236: 5 Configuring Exchange Security Infrastructure   l_2305
Microsoft Exchange Server 2007 MCTS 70-236: 6 Configuring and Managing Exchange Recipients   l_2306
Microsoft Exchange Server 2007 MCTS 70-236: 7 Configuring Exchange Server Rules and Policies   l_2307
Microsoft Exchange Server 2007 MCTS 70-236: 8 Configuring and Managing Client Connectivity   l_2308
Microsoft Exchange Server 2007 MCTS 70-236: 9 Managing and Maintaining the Exchange Organization   l_2309
Microsoft Exchange Server 2007 MCTS 70-236:10 Creating and Managing Highly Available Exchange Server Solutions   l_2310
Microsoft Exchange Server 2007 MCTS 70-236:11 Disaster Recovery Operations for Exchange Server   l_2311

Microsoft Exchange Server 2007 MCTS 70-236:12 Monitoring and Reporting on the Exchange
Server   l_2312
Microsoft Exchange Server 2007 MCTS 70-236:13 Practice Exam 1   236m51
Microsoft Exchange Server 2007 MCTS 70-236:14 Practice Exam 2   236m52
Microsoft Exchange Server 2007 MCTS 70-236:15 Practice Exam 3   236m53

Microsoft Office Project 2007 MCTS 70-632   **632MCT**
Microsoft Office Project 2007 MCTS 70-632: 1 Configuring Tools and Options   l_6m01
Microsoft Office Project 2007 MCTS 70-632: 2 Setting Up a Project   l_6m02
Microsoft Office Project 2007 MCTS 70-632: 3 Estimating, Scheduling, and Budgeting Tasks l_6m03
Microsoft Office Project 2007 MCTS 70-632: 4 Resourcing Project Plans   l_6m04
Microsoft Office Project 2007 MCTS 70-632: 5 Updating and Reporting on Project Performance l_6m05
Microsoft Office Project 2007 MCTS 70-632: 6 Practice Exam 1   632m51
Microsoft Office Project 2007 MCTS 70-632: 7 Practice Exam 2   632m52
Microsoft Office Project 2007 MCTS 70-632: 8 Practice Exam 3   632m53
Microsoft Office Project 2007 MCTS 70-632: 9 Practice Exam 4   632m54

Microsoft SharePoint Server 2007 MCTS 70-542 Series   **542MCT**
Microsoft SharePoint Server 2007 MCTS 70-542: 1 Managing Enterprise Content   L_5M01
Microsoft SharePoint Server 2007 MCTS 70-542: 2 Creating Business Intelligence Solutions L_5M02
Microsoft SharePoint Server 2007 MCTS 70-542: 3 Using the Business Data Catalog   L_5M03
Microsoft SharePoint Server 2007 MCTS 70-542: 4 Accessing Application Platform Services L_5M04
Microsoft SharePoint Server 2007 MCTS 70-542: 5 Searching Data with the Search Service   L_5M05
Microsoft SharePoint Server 2007 MCTS 70-542: 6 Targeting Content Based on Audience
Membership   L_5M06
Microsoft SharePoint Server 2007 MCTS 70-542: 7 Customizing Functionality with Profiles L_5M07

Microsoft SharePoint Server 2007 MCTS 70-630   **630MCT**
Microsoft SharePoint Server 2007 MCTS 70-630: 1Getting Started with Microsoft Office SharePoint
Server 2007   l_6301
Microsoft SharePoint Server 2007 MCTS 70-630: 2 Installing and Deploying SharePoint 2007 l_6302
Microsoft SharePoint Server 2007 MCTS 70-630: 3 Configuring SharePoint 2007   l_6303
Microsoft SharePoint Server 2007 MCTS 70-630: 4 Building Sites and Site Collections   l_6304
Microsoft SharePoint Server 2007 MCTS 70-630: 5 Managing Users and Groups   l_6305
Microsoft SharePoint Server 2007 MCTS 70-630: 6 Configuring Authentication and Security l_6306
Microsoft SharePoint Server 2007 MCTS 70-630: 7 Configuring and Maintaining Lists and Libraries l_6307
Microsoft SharePoint Server 2007 MCTS 70-630: 8 Configuring Web Part Pages, Web Parts, and
Web Pages   l_6308
Microsoft SharePoint Server 2007 MCTS 70-630: 9 Managing SharePoint Navigation and Search l_6309
Microsoft SharePoint Server 2007 MCTS 70-630:10 Working with Microsoft Documents in
SharePoint   l_6310
Microsoft SharePoint Server 2007 MCTS 70-630:11 Working with Microsoft Outlook in SharePoint l_6311
Microsoft SharePoint Server 2007 MCTS 70-630:12 Using Excel Services and Business Intelligence l_6312
Microsoft SharePoint Server 2007 MCTS 70-630:13 Using Business Forms and Business
Intelligence   l_6313
Microsoft SharePoint Server 2007 MCTS 70-630:14 Performing Advanced SharePoint Management l_6314
Microsoft SharePoint Server 2007 MCTS 70-630:15 Working with Content Management   l_6315
Microsoft SharePoint Server 2007 MCTS 70-630:16 Upgrading and Deploying Microsoft Office
SharePoint Server 2007   l_6316
Microsoft SharePoint Server 2007 MCTS 70-630:17 Practice Exam 1   630m51
Microsoft SharePoint Server 2007 MCTS 70-630:18 Practice Exam 2   630m52
Microsoft SharePoint Server 2007 MCTS 70-630:19 Practice Exam 3   630m53
Microsoft SharePoint Server 2007 MCTS 70-630:20 Practice Exam 4   630m54

Microsoft SQL Server 2005 Admin MCITP 70-444   **444MCI**
Microsoft SQL Server 2005 Admin MCITP 70-444: 1 Optimizing the Performance of Databases and
Database Servers   l_m401
Microsoft SQL Server 2005 Admin MCITP 70-444: 2 Optimizing the Performance of Queries   l_m402
Microsoft SQL Server 2005 Admin MCITP 70-444: 3 Optimizing and Implementing a Data Recovery l_m403

Plan for a Database

Microsoft SQL Server 2005 Admin MCITP 70-444: 4 Designing a Strategy to Monitor a Database Solution	l_m404
Microsoft SQL Server 2005 Admin MCITP 70-444: 5 Designing a Strategy to Maintain a Database Solution	l_m405
Microsoft SQL Server 2005 Admin MCITP 70-444: 6 Designing and Managing SSIS Packages	l_m406
Microsoft SQL Server 2005 Admin MCITP 70-444: 7 Designing a Database Data Management Strategy	l_m407
Microsoft SQL Server 2005 Admin MCITP 70-444: 8 Designing a Strategy to Manage Replication	l_m408
Microsoft SQL Server 2005 Admin MCITP 70-444: 9 Protecting Your SQL Server from Attack	l_m409
Microsoft SQL Server 2005 Admin MCITP 70-444:10 Designing a Strategy to Manage and Maintain Database Security	l_m410
Microsoft SQL Server 2005 Admin MCITP 70-444:11 Practice Exam 1	444m51
Microsoft SQL Server 2005 Admin MCITP 70-444:12 Practice Exam 2	444m52
Microsoft SQL Server 2005 Admin MCITP 70-444:13 Practice Exam 3	444m53

Microsoft SQL Server 2005 Data Access MCITP 70-442	**442MCI**
Microsoft SQL Server 2005 Data Access MCITP 70-442: 1 Designing Data Access	l_mm01
Microsoft SQL Server 2005 Data Access MCITP 70-442: 2 Designing Application Access	l_mm02
Microsoft SQL Server 2005 Data Access MCITP 70-442: 3 Designing Queries	l_mm03
Microsoft SQL Server 2005 Data Access MCITP 70-442: 4 Using Cursors	l_mm04
Microsoft SQL Server 2005 Data Access MCITP 70-442: 5 Planning Error Handling	l_mm05
Microsoft SQL Server 2005 Data Access MCITP 70-442: 6 Planning a Transaction Strategy	l_mm06
Microsoft SQL Server 2005 Data Access MCITP 70-442: 7 Optimizing and Tuning Queries for Performance	l_mm07
Microsoft SQL Server 2005 Data Access MCITP 70-442: 8 Optimizing Indexing Strategies	l_mm08
Microsoft SQL Server 2005 Data Access MCITP 70-442: 9 Scaling Out Applications	l_mm09
Microsoft SQL Server 2005 Data Access MCITP 70-442:10 Resolving Performance Problems	l_mm10
Microsoft SQL Server 2005 Data Access MCITP 70-442:11 Optimizing Data Storage	l_mm11
Microsoft SQL Server 2005 Data Access MCITP 70-442:12 Practice Exam 1	442m51
Microsoft SQL Server 2005 Data Access MCITP 70-442:13 Practice Exam 2	442m52
Microsoft SQL Server 2005 Data Access MCITP 70-442:14 Practice Exam 3	442m53

Microsoft SQL Server 2005 Design MCITP 70-443	**443MCI**
Microsoft SQL Server 2005 Design MCITP 70-443:51 Practice Exam 1	443m51
Microsoft SQL Server 2005 Design MCITP 70-443:52 Practice Exam 2	443m52
Microsoft SQL Server 2005 Design MCITP 70-443: 1 Designing the Hardware and Software Infrastructure	l_4401
Microsoft SQL Server 2005 Design MCITP 70-443: 2 Designing Physical Storage	l_4402
Microsoft SQL Server 2005 Design MCITP 70-443: 3 Designing a Consolidation Strategy	l_4403
Microsoft SQL Server 2005 Design MCITP 70-443: 4 Designing Database-Level Security	l_4404
Microsoft SQL Server 2005 Design MCITP 70-443: 5 Designing Windows Server-Level Security Processes	l_4405
Microsoft SQL Server 2005 Design MCITP 70-443: 6 Designing SQL Server Service-Level Security	l_4406
Microsoft SQL Server 2005 Design MCITP 70-443: 7 Designing SQL Server Object-Level Security	l_4407
Microsoft SQL Server 2005 Design MCITP 70-443: 8 Designing a Physical Database	l_4408
Microsoft SQL Server 2005 Design MCITP 70-443: 9 Creating Database Conventions and Standards	l_4409
Microsoft SQL Server 2005 Design MCITP 70-443:10 Designing a SQL Server 2005 Solution for High Availability	l_4410
Microsoft SQL Server 2005 Design MCITP 70-443:11 Designing a Data Recovery Solution for a Database	l_4411
Microsoft SQL Server 2005 Design MCITP 70-443:12 Designing a Data-Archiving Solution	l_4412
Microsoft SQL Server 2005 Design MCITP 70-443:13 Practice Exam 1	443m51
Microsoft SQL Server 2005 Design MCITP 70-443:14 Practice Exam 2	443m52

Microsoft SQL Server 2005 Solutions MCITP 70-441	**441MCI**
Microsoft SQL Server 2005 Solutions MCITP 70-441: 1 Designing a Database Solution	l_4m01
Microsoft SQL Server 2005 Solutions MCITP 70-441: 2 Designing Database Objects	l_4m02

Microsoft SQL Server 2005 Solutions MCITP 70-441: 3 Performance Tuning a Database Solution   l_4m03
Microsoft SQL Server 2005 Solutions MCITP 70-441: 4 Securing a Database Solution   l_4m04
Microsoft SQL Server 2005 Solutions MCITP 70-441: 5 Designing Database Testing and Code
Management Procedures   l_4m05
Microsoft SQL Server 2005 Solutions MCITP 70-441: 6 Designing a Web Service Solution   l_4m06
Microsoft SQL Server 2005 Solutions MCITP 70-441: 7 Designing Messaging Services for a
Database Solution   l_4m07
Microsoft SQL Server 2005 Solutions MCITP 70-441: 8 Designing a Reporting Services Solutions   l_4m08
Microsoft SQL Server 2005 Solutions MCITP 70-441: 9 Designing Data Integration Solutions   l_4m09
Microsoft SQL Server 2005 Solutions MCITP 70-441:10 Practice Exam 1   441m51
Microsoft SQL Server 2005 Solutions MCITP 70-441:11 Practice Exam 2   441m52

Microsoft SQL Server 2005 Upgrade MCITP 70-447   **447MCI**
Microsoft SQL Server 2005 Upgrade MCITP 70-447:51 Practice Exam 1   447m51
Microsoft SQL Server 2005 Upgrade MCITP 70-447:52 Practice Exam 2   447m52
Microsoft SQL Server 2005 Upgrade MCITP 70-447:53 Practice Exam 3   447m53
Microsoft SQL Server 2005 Upgrade MCITP 70-447:54 Practice Exam 4   447m54
Microsoft SQL Server 2005 Upgrade MCITP 70-447:55 Practice Exam 5   447m55

MS Exchange Server 5.5   **X51LIB**
MS Exchange Server 5.5: 1 Planning   x51
MS Exchange Server 5.5: 2 Strategies   x52
MS Exchange Server 5.5: 3 Installing   x53
MS Exchange Server 5.5: 4 Configuring   x54
MS Exchange Server 5.5: 5 Managing   x55
MS Exchange Server 5.5: 6 Monitoring   x56
MS Exchange Server 5.5: 7 Troubleshooting   x57
MS Exchange Server 5.5: 8 Connectivity   x58
MS Exchange Server 5.5: 9 Site Solutions   x59

MVS   **MVSSER**
MVS: 1 Fundamentals of MVS and JES   mvss01
MVS: 2 Enhancing Performance   mvss02
MVS: 3 Utilities   mvss03
MVS: 4 Basic Operations   mvss04
MVS: 5 Advanced Operations   mvss05

Notes 5 Programming   **N5PRGM**
Notes 5 Programming: 1 Designing in Domino   n5pr01
Notes 5 Programming: 2 Pages and Forms   n5pr02
Notes 5 Programming: 3 Organizing Info   n5pr03
Notes 5 Programming: 4 Scripting   n5pr04
Notes 5 Programming: 5 LotusScript   n5pr05
Notes 5 Programming: 6 Java   n5pr06

Novell 560 CNE   **560CNE**
Novell 560 CNE: 1 NetWare Basics   560c01
Novell 560 CNE: 2 Installation   560c02
Novell 560 CNE: 3 Using NDS   560c03
Novell 560 CNE: 4 File System   560c04
Novell 560 CNE: 5 NDS Security   560c05
Novell 560 CNE: 6 File Security   560c06
Novell 560 CNE: 7 ZENworks   560c07
Novell 560 CNE: 8 Advanced ZENworks   560c08
Novell 560 CNE: 9 Distributed Printing   560c09

Novell 570 CNE Advanced Administration   **570CNE**
Novell 570 CNE Advanced Administration: 1 Upgrading or Migrating   570c01
Novell 570 CNE Advanced Administration: 2 Managing the Server   570c02

Novell 570 CNE Advanced Administration: 3 The File System	570c03
Novell 570 CNE Advanced Administration: 4 NSS and Backup	570c04
Novell 570 CNE Advanced Administration: 5 Memory and CPU Performance	570c05
Novell 570 CNE Advanced Administration: 6 Disk and Network Performance	570c06

Object-Oriented Analysis & Design   **OADLIB**

Object-Oriented Analysis & Design: 1 Intro	oa1
Object-Oriented Analysis & Design: 2 System	oa2

OOP Using C++   **CPPLIB**

OOP Using C++: Week 1	cp1
OOP Using C++: Week 2	cp2
OOP Using C++: Week 3	cp3

Oracle   **ORD001**

Oracle: 1 Introduction to PL/SQL	pl1
Oracle: 2 Overview of Developer/2000	od1
Oracle: 3 Forms 4.5 and Reports 2.5	od2
Oracle: 4 Graphics 2.5 and Procedure Builder 1.5	od3
Oracle: 5 Developer/2000 Applications	od4
Oracle: 6 Developer/2000 Integration	od5

Oracle 10g Administration   **L_O10G**

Oracle 10g Administration: 1 Oracle Architectural Components	l_o101
Oracle 10g Administration: 2 Oracle Server Introduction	l_o102
Oracle 10g Administration: 3 Database Architecture, Creation and Interfaces	l_o103
Oracle 10g Administration: 4 Database Control and Storage Structures	l_o104
Oracle 10g Administration: 5 Managing Users and Schemas	l_o105
Oracle 10g Administration: 6 Data Management	l_o106
Oracle 10g Administration: 7 PL/SQL	l_o107
Oracle 10g Administration: 8 Database Security Management	l_o108
Oracle 10g Administration: 9 Oracle Net Services	l_o109
Oracle 10g Administration:10 Oracle Shared Server	l_o110
Oracle 10g Administration:11 Database Performance Monitoring	l_o111
Oracle 10g Administration:12 Database Maintenance	l_o112
Oracle 10g Administration:13 Database Undo Management	l_o113
Oracle 10g Administration:14 Database Locking Conflicts	l_o114
Oracle 10g Administration:15 Database Backup and Recovery Concepts	l_o115
Oracle 10g Administration:16 Database Backups	l_o116
Oracle 10g Administration:17 Database Recovery	l_o117

Oracle 10g Database Administration II 1Z0-043   **OR43IZ**

Oracle 10g Database Administration II 1Z0-043: 1 Using Globalization Support Objectives	L_4301
Oracle 10g Database Administration II 1Z0-043: 2 Configuring Recovery Manager	L_4302
Oracle 10g Database Administration II 1Z0-043: 3 Recovering from User Errors	L_4303
Oracle 10g Database Administration II 1Z0-043: 4 Dealing with Database Corruption	L_4304
Oracle 10g Database Administration II 1Z0-043: 5 Automatic Database Management	L_4305
Oracle 10g Database Administration II 1Z0-043: 6 Using Recovery Manager	L_4306
Oracle 10g Database Administration II 1Z0-043: 7 Recovering from Non-Critical Losses	L_4307
Oracle 10g Database Administration II 1Z0-043: 8 Monitoring and Managing Storage	L_4308
Oracle 10g Database Administration II 1Z0-043: 9 Automatic Storage Management	L_4309
Oracle 10g Database Administration II 1Z0-043:10 Monitoring and Managing Memory	L_4310
Oracle 10g Database Administration II 1Z0-043:11 Database Recovery	L_4311
Oracle 10g Database Administration II 1Z0-043:12 Flashback Database	L_4312
Oracle 10g Database Administration II 1Z0-043:13 Managing Resources	L_4313
Oracle 10g Database Administration II 1Z0-043:14 Automating Tasks with the Scheduler	L_4314
Oracle 10g Database Administration II 1Z0-043:15 Practice Exam 1	or4351
Oracle 10g Database Administration II 1Z0-043:16 Practice Exam 2	or4352

Oracle 10g Database Administration II 1Z0-043:17 Practice Exam 3   or4353
Oracle 10g Database Administration II 1Z0-043:18 Practice Exam 4   or4354
Oracle 10g Database Administration II 1Z0-043:19 Practice Exam 5   or4355

Oracle8   **ORC001**
Oracle8: 1 Installing Oracle   or1
Oracle8: 2 Database Management   or2
Oracle8: 3 Building Databases   or3
Oracle8: 4 Files, Data, and Users   or4
Oracle8: 5 Database Schema Objects   or5
Oracle8: 6 Processes and Security   or6
Oracle8: 7 Backup and Recovery   or7

Oracle9i Database Fundamentals 1Z0-031   **OR319I**
Oracle9i Database Fundamentals 1Z0-031: 1 Oracle Architecture and Tools   or3101
Oracle9i Database Fundamentals 1Z0-031: 2 Managing Instances and Creating Databases   or3102
Oracle9i Database Fundamentals 1Z0-031: 3 Managing the Database Structure   or3103
Oracle9i Database Fundamentals 1Z0-031: 4 Managing Tablespaces and Datafiles   or3104
Oracle9i Database Fundamentals 1Z0-031: 5 Managing Storage Structures and Undo Data   or3105
Oracle9i Database Fundamentals 1Z0-031: 6 Managing Tables   or3106
Oracle9i Database Fundamentals 1Z0-031: 7 Managing Indexes and Data Integrity   or3107
Oracle9i Database Fundamentals 1Z0-031: 8 Managing Users and Profiles   or3108
Oracle9i Database Fundamentals 1Z0-031: 9 Managing Privileges and Roles   or3109
Oracle9i Database Fundamentals 1Z0-031:10 Exam Preparation   or3110

Oracle9i Database Fundamentals II 1Z0-032   **OR32IZ**
Oracle9i Database Fundamentals II 1Z0-032: 1 Networking Overview   I_3201
Oracle9i Database Fundamentals II 1Z0-032: 2 Basic Oracle Net Architecture   I_3202
Oracle9i Database Fundamentals II 1Z0-032: 3 Basic Oracle Net Server-Side Configuration   I_3203
Oracle9i Database Fundamentals II 1Z0-032: 4 Basic Oracle Net Services Client-Side Configuration   I_3204
Oracle9i Database Fundamentals II 1Z0-032: 5 Usage and Configuration of the Oracle Shared Server   I_3205
Oracle9i Database Fundamentals II 1Z0-032: 6 Backup and Recovery Overview   I_3206
Oracle9i Database Fundamentals II 1Z0-032: 7 Instance and Media Recovery Structures   I_3207
Oracle9i Database Fundamentals II 1Z0-032: 8 Configuring the Database Archiving Mode   I_3208
Oracle9i Database Fundamentals II 1Z0-032: 9 Oracle Recovery Manager Overview and Configuration   I_3209
Oracle9i Database Fundamentals II 1Z0-032:10 User-Managed Backups   I_3210
Oracle9i Database Fundamentals II 1Z0-032:11 RMAN Backups   I_3211
Oracle9i Database Fundamentals II 1Z0-032:12 User-Managed Complete Recovery   I_3212
Oracle9i Database Fundamentals II 1Z0-032:13 RMAN Complete Recovery   I_3213
Oracle9i Database Fundamentals II 1Z0-032:14 User-Managed Incomplete Recovery   I_3214
Oracle9i Database Fundamentals II 1Z0-032:15 RMAN Incomplete Recovery   I_3215
Oracle9i Database Fundamentals II 1Z0-032:16 RMAN Maintenance   I_3216
Oracle9i Database Fundamentals II 1Z0-032:17 Recovery Catalog Creation and Maintenance   I_3217
Oracle9i Database Fundamentals II 1Z0-032:18 Transporting Data Between Databases   I_3218
Oracle9i Database Fundamentals II 1Z0-032:19 Loading Data into a Database   I_3219
Oracle9i Database Fundamentals II 1Z0-032:20 Practice Exam 1   or3251
Oracle9i Database Fundamentals II 1Z0-032:21 Practice Exam 2   or3252
Oracle9i Database Fundamentals II 1Z0-032:22 Practice Exam 3   or3253
Oracle9i Database Fundamentals II 1Z0-032:23 Practice Exam 4   or3254
Oracle9i Database Fundamentals II 1Z0-032:24 Practice Exam 5   or3255

Oracle9i Database Performance Tuning 1Z0-033   **OR33IZ**
Oracle9i Database Performance Tuning 1Z0-033: 1 Performance Tuning Overview   I_3301
Oracle9i Database Performance Tuning 1Z0-033: 2 Sizing the Buffer Cache   I_3302
Oracle9i Database Performance Tuning 1Z0-033: 3 Sizing Other SGA Structures   I_3303
Oracle9i Database Performance Tuning 1Z0-033: 4 Monitoring and Detecting Lock Contention   I_3304
Oracle9i Database Performance Tuning 1Z0-033: 5 Using Oracle Blocks Efficiently   I_3305

Oracle9i Database Performance Tuning 1Z0-033: 6 Diagnostic and Tuning Tools   l_3306
Oracle9i Database Performance Tuning 1Z0-033: 7 Database Configuration and I/O Issues   l_3307
Oracle9i Database Performance Tuning 1Z0-033: 8 Optimizing Sort Operations   l_3308
Oracle9i Database Performance Tuning 1Z0-033: 9 Tuning Oracle Shared Server   l_3309
Oracle9i Database Performance Tuning 1Z0-033:10 Application Tuning   l_3310
Oracle9i Database Performance Tuning 1Z0-033:11 SQL Statement Tuning   l_3311
Oracle9i Database Performance Tuning 1Z0-033:12 Sizing the Shared Pool   l_3312
Oracle9i Database Performance Tuning 1Z0-033:13 Diagnosing Contention for Latches   l_3313
Oracle9i Database Performance Tuning 1Z0-033:14 Tuning the Operating System and Using
Resource Manager   l_3314
Oracle9i Database Performance Tuning 1Z0-033:15 Practice Exam 1   or3351
Oracle9i Database Performance Tuning 1Z0-033:16 Practice Exam 2   or3352
Oracle9i Database Performance Tuning 1Z0-033:17 Practice Exam 3   or3353
Oracle9i Database Performance Tuning 1Z0-033:18 Practice Exam 4   or3354

Oracle9i SQL 1Z0-007   **ORO79I**
Oracle9*i* SQL 1Z0-007: 1 Introduction to SQL   or0701
Oracle9*i* SQL 1Z0-007: 2 Intermediate Queries   or0702
Oracle9*i* SQL 1Z0-007: 3 Queries with Single-Row Functions   or0703
Oracle9*i* SQL 1Z0-007: 4 Combining Tables   or0704
Oracle9*i* SQL 1Z0-007: 5 Grouping and Summarizing Data   or0705
Oracle9*i* SQL 1Z0-007: 6 Advanced Queries and Views   or0706
Oracle9*i* SQL 1Z0-007: 7 Working with Data   or0707
Oracle9*i* SQL 1Z0-007: 8 Creating Tables and Constraints   or0708
Oracle9*i* SQL 1Z0-007: 9 Database Objects and User Security   or0709
Oracle9*i* SQL 1Z0-007:10 SQL*Plus & *i*SQL*Plus Reporting and PL/SQL   or0710
Oracle9*i* SQL 1Z0-007:11 Practice Exam   or0711

PHP and MySQL   **PHPSQL**
PHP and MySQL: 1 Installing Required Software   phps01
PHP and MySQL: 2 PHP Basics   phps02
PHP and MySQL: 3 Programming with PHP   phps03
PHP and MySQL: 4 Creating Dynamic Web Sites   phps04
PHP and MySQL: 5 SQL and MySQL Basics   phps05
PHP and MySQL: 6 Advanced SQL and MySQL   phps06
PHP and MySQL: 7 Error Handling and Debugging   phps07
PHP and MySQL: 8 Using PHP with MySQL   phps08
PHP and MySQL: 9 Developing Web Applications   phps09
PHP and MySQL:10 Cookies and Sessions   phps10
PHP and MySQL:11 Web Application Security   phps11
PHP and MySQL:12 Extended Topics   phps12
PHP and MySQL:13 Content Management Example   phps13
PHP and MySQL:14 User Registration Example   phps14
PHP and MySQL:15 E-Commerce Example   phps15

PowerBuilder 9 Advanced Development   **PB9LIB**
PowerBuilder 9 Advanced Development: 1 Source Code Control   pb9l01
PowerBuilder 9 Advanced Development: 2 Deploying Applications and Using InfoMaker   pb9l02
PowerBuilder 9 Advanced Development: 3 Coding Techniques   pb9l03
PowerBuilder 9 Advanced Development: 4 Techniques for Using DataWindows   pb9l04
PowerBuilder 9 Advanced Development: 5 Graphic DataWindows and XML DataWindows   pb9l05

Project Server 2003   **PRJSV3**
Project Server 2003: 1 Preparing To Use Project Server   prjs01
Project Server 2003: 2 Installing and Configuring Project Server   prjs02
Project Server 2003: 3 Customizing Project Server   prjs03
Project Server 2003: 4 Customizing PWA and PWA Housekeeping   prjs04
Project Server 2003: 5 Identifying the Roles of the Project Manager and the Executive   prjs05
Project Server 2003: 6 Using Project Web Access   prjs06

QMF   **QMFSER**

QMF: 1 Fundamentals of QMF	qmfs01
QMF: 2 Prompted Query and QBE	qmfs02
QMF: 3 Reports	qmfs03
QMF: 4 Additional Formatting Techniques	qmfs04

Rational Unified Process   **RATION**

Rational Unified Process: 1 Understanding the RUP	rati01
Rational Unified Process: 2 Inception and Elaboration Phases	rati02
Rational Unified Process: 3 Construction and Transition Phases	rati03
Rational Unified Process: 4 Adopting the RUP	rati04
Rational Unified Process: 5 Planning an Iterative Project	rati05
Rational Unified Process: 6 RUP for Project Managers, Analysts, and Architects	rati06
Rational Unified Process: 7 RUP for Developers and Testers	rati07

RDBMS Fundamentals   **RDBLIB**

RDBMS Fundamentals: Database Principles	rd1

REXX Programming   **REXSER**

REXX Programming: 1 Introducing REXX	rexs01
REXX Programming: 2 Advanced REXX Features	rexs02

RPG IV Programming   **RPGIVP**

RPG IV Programming: 1 Introduction to RPG	rpgi01
RPG IV Programming: 2 Getting Started with RPG	rpgi02
RPG IV Programming: 3 Defining Data	rpgi03
RPG IV Programming: 4 Arithmetic Operations	rpgi04
RPG IV Programming: 5 Flow of Control	rpgi05
RPG IV Programming: 6 Externally Described Files	rpgi06
RPG IV Programming: 7 File Access and Record Manipulation	rpgi07
RPG IV Programming: 8 Interactive Applications	rpgi08
RPG IV Programming: 9 Tables and Arrays	rpgi09
RPG IV Programming:10 Modular Programming	rpgi10
RPG IV Programming:11 Advanced Data Definition	rpgi11
RPG IV Programming:12 Advanced Techniques	rpgi12
RPG IV Programming:13 Maintaining the Past	rpgi13

Running an Online Business   **ECOMRC**

Running an Online Business: 1 Your E-Business	ecom01
Running an Online Business: 2 Getting Started	ecom02
Running an Online Business: 3 Influences on E-Commerce	ecom03
Running an Online Business: 4 Killer Apps	ecom04
Running an Online Business: 5 Developing Your E-Business	ecom05
Running an Online Business: 6 Real-Time and Data Mining	ecom06
Running an Online Business: 7 Lowering Your Business Costs	ecom07
Running an Online Business: 8 Customer Service and Payment	ecom08
Running an Online Business: 9 Marketing Your E-Business	ecom09
Running an Online Business:10 Advertising on the Internet	ecom10
Running an Online Business:11 Building Marketing Strategy	ecom11
Running an Online Business:12 Resource Planning	ecom12
Running an Online Business:13 Managing Your E-Business	ecom13

SAS 8   **SASSER**

SAS 8: 1 Introduction	sass01
SAS 8: 2 Using SAS	sass02
SAS 8: 3 Data Manipulation	sass03
SAS 8: 4 DATA Step Programming	sass04
SAS 8: 5 Results	sass05

UML 2.0: 4 Working with Specialized Diagrams   umld04

UNIX   **UNXLIB**
UNIX: 1 Introduction to UNIX   un1
UNIX: 2 Shells: Bourne, Korn, and C   un3
UNIX: 3 Shell Programming   un4
UNIX: 4 System Administration I   un5
UNIX: 5 System Administration II   un6
UNIX: 6 Process Management   un7

Visual Basic .NET for Web MCSD/MCAD 70-305   **VBNWEB**
Visual Basic .NET for Web MCSD/MCAD 70-305: 1 Web Forms and Controls   vbnw01
Visual Basic .NET for Web MCSD/MCAD 70-305: 2 User Interface Navigation and Error Handling   vbnw02
Visual Basic .NET for Web MCSD/MCAD 70-305: 3 Binding, Consuming, and Manipulating Data   vbnw03
Visual Basic .NET for Web MCSD/MCAD 70-305: 4 Components, Assemblies, and Web Services   vbnw04
Visual Basic .NET for Web MCSD/MCAD 70-305: 5 Globalization and Legacy Code   vbnw05
Visual Basic .NET for Web MCSD/MCAD 70-305: 6 Maintaining, Supporting, and Configuring Web
Applications   vbnw07
Visual Basic .NET for Web MCSD/MCAD 70-305: 7 Testing, Debugging, and Deploying Web
Applications   vbnw06
Visual Basic .NET for Web MCSD/MCAD 70-305: 8 Practice Exams   vbnw08

Visual Basic .NET for XML Web MCSD/MCAD 70-310   **XMLBAS**
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 1 DataSets and XML Data   xmlb01
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 2 .NET Remoting and Web Services   xmlb02
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 3 Windows Services and Component
Services   xmlb03
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 4 Testing, Debugging, and Deployment   xmlb04
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 5 Security Issues   xmlb05
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 6 Practice Exams   xmlb06

Visual Basic .NET Windows Apps MCSD/MCAD 70-306   **VBWIND**
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 1 Windows Forms and Controls   vbwi01
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 2 Exceptions, Components, and
Assemblies   vbwi02
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 3 Binding and Manipulating Data   vbwi03
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 4 Globalization and User Services   vbwi04
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 5 Testing, Deploying, and Maintaining
Windows Applications   vbwi05
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 6 Practice Exams   vbwi06

Visual Basic 2005   **L_VBAS**
Visual Basic 2005: 1 .NET Platform Architecture   l_vb01
Visual Basic 2005: 2 Managed Type Fundamentals   l_vb02
Visual Basic 2005: 3 Objects, Values, and Memory   l_vb03
Visual Basic 2005: 4 Reflection and Attributes   l_vb04
Visual Basic 2005: 5 Delegates and Events   l_vb05
Visual Basic 2005: 6 Asynchronous Execution   l_vb06
Visual Basic 2005: 7 Assemblies   l_vb07
Visual Basic 2005: 8 Windows Forms   l_vb08
Visual Basic 2005: 9 Code Access Security   l_vb09

Visual Basic 6   **VB6LIB**
Visual Basic 6: 1 Programming Basics   v61
Visual Basic 6: 2 Controls and Coding   v62
Visual Basic 6: 3 Coding the Details   v63
Visual Basic 6: 4 Lists and More Controls   v64
Visual Basic 6: 5 Using Supplied Tools   v65
Visual Basic 6: 6 Data Files and Printing   v66

WebSphere 7.0 with Rational Application Developer: 5 Rational Unified Process (RUP) and Unified Modeling Language (UML)   l_ws05
WebSphere 7.0 with Rational Application Developer: 6 Developing Java Applications   l_ws06
WebSphere 7.0 with Rational Application Developer: 7 Developing Database Applications   l_ws07
WebSphere 7.0 with Rational Application Developer: 8 Developing Graphical User Interface (GUI) Applications   l_ws08
WebSphere 7.0 with Rational Application Developer: 9 Developing XML Applications   l_ws09
WebSphere 7.0 with Rational Application Developer:10 Developing JSP/Servlet based Web applications   l_ws10
WebSphere 7.0 with Rational Application Developer:11 Developing Struts-based Web Applications   l_ws11
WebSphere 7.0 with Rational Application Developer:12 Developing Java Server Faces (JSF)-based Web Applications   l_ws12
WebSphere 7.0 with Rational Application Developer:13 Developing Enterprise Generation Language (EGL)-based Web Applications   l_ws13
WebSphere 7.0 with Rational Application Developer:14 Developing Enterprise Java Beans (EJB)-based Web Applications   l_ws14
WebSphere 7.0 with Rational Application Developer:15 Developing Java 2, Enterprise Edition (J2EE)-based Web Applications   l_ws15
WebSphere 7.0 with Rational Application Developer:16 Developing Web Services Applications   l_ws16
WebSphere 7.0 with Rational Application Developer:17 Servers and Server Configuration   l_ws17
WebSphere 7.0 with Rational Application Developer:18 Debug Local and Remote Applications   l_ws18
WebSphere 7.0 with Rational Application Developer:19 Enterprise Application Deployment   l_ws19
WebSphere 7.0 with Rational Application Developer:20 Review and Summary   l_ws20

WebSphere Studio Application Developer 5.0 & J2EE   **WSAD50**
WebSphere Studio Application Developer 5.0 & J2EE: 1 Overview   wsad01
WebSphere Studio Application Developer 5.0 & J2EE: 2 User Interface and Servlet Design   wsad02
WebSphere Studio Application Developer 5.0 & J2EE: 3 Servlet Development   wsad03
WebSphere Studio Application Developer 5.0 & J2EE: 4 JavaServer Pages Concepts and Development   wsad04
WebSphere Studio Application Developer 5.0 & J2EE: 5 Struts and XML/XSL Web Interfaces   wsad05
WebSphere Studio Application Developer 5.0 & J2EE: 6 Controller, Domain, and Data Mapping Design   wsad06
WebSphere Studio Application Developer 5.0 & J2EE: 7 Unit and Functional Testing   wsad07

Windows 2000 Active Directory MCSE 70-217   **W217AD**
Windows 2000 Active Directory MCSE 70-217: 1 Preparing for Active Directory   w21701
Windows 2000 Active Directory MCSE 70-217: 2 Building an Active Directory Structure   w21702
Windows 2000 Active Directory MCSE 70-217: 3 Administering Active Directory Services   w21703
Windows 2000 Active Directory MCSE 70-217: 4 Managing Servers   w21704
Windows 2000 Active Directory MCSE 70-217: 5 Understanding Group Policy   w21705
Windows 2000 Active Directory MCSE 70-217: 6 Managing User Environments with Group Policy   w21706
Windows 2000 Active Directory MCSE 70-217: 7 Distributing Software with Group Policy   w21707
Windows 2000 Active Directory MCSE 70-217: 8 Managing Security with Group Policy   w21708
Windows 2000 Active Directory MCSE 70-217: 9 Using Remote Installation Services   w21709

Windows 2000 Basics   **WINSLIB**
Windows 2000 Basics: Server   winb02

Windows 2000 Directory Design MCSE 70-219   **W219DD**
Windows 2000 Directory Design MCSE 70-219: 1 Analyzing Business Requirements   w21901
Windows 2000 Directory Design MCSE 70-219: 2 Analyzing the Technical Environment   w21902
Windows 2000 Directory Design MCSE 70-219: 3 Analyzing Performance and Access   w21903
Windows 2000 Directory Design MCSE 70-219: 4 Analyzing Security Considerations   w21904
Windows 2000 Directory Design MCSE 70-219: 5 Analyzing the Impact of Active Directory   w21905
Windows 2000 Directory Design MCSE 70-219: 6 Analyzing Client Management Requirements   w21906
Windows 2000 Directory Design MCSE 70-219: 7 Directory Naming and DNS Placement   w21907
Windows 2000 Directory Design MCSE 70-219: 8 Designing Directory Service Architecture   w21908
Windows 2000 Directory Design MCSE 70-219: 9 Designing a Site Topology and Service Locations   w21909

Windows 2000 Directory Design MCSE 70-219:10 Designing an OU Management Structure	w21910
Windows 2000 Directory Design MCSE 70-219:11 Designing a Group Policy Management Structure	w21911
Windows 2000 Directory Design MCSE 70-219:12 Planning for Coexistence with Other Directories	w21912
Windows 2000 Directory Design MCSE 70-219:13 Schema Modification Policy and Implementation Plan	w21913

Windows 2000 Network Administration MCSE 70-216   **W216NA**

Windows 2000 Network Administration MCSE 70-216: 1 Working with DNS and DHCP	w21601
Windows 2000 Network Administration MCSE 70-216: 2 Working with Remote Access	w21602
Windows 2000 Network Administration MCSE 70-216: 3 Working with Network Protocols	w21603
Windows 2000 Network Administration MCSE 70-216: 4 Working with WINS and NAT	w21604
Windows 2000 Network Administration MCSE 70-216: 5 Working with IP Routing	w21605
Windows 2000 Network Administration MCSE 70-216: 6 Working with Certificate Services	w21606

Windows 2000 Network Design MCSE 70-221   **W221ND**

Windows 2000 Network Design MCSE 70-221: 1 Analyzing Business Needs	w22101
Windows 2000 Network Design MCSE 70-221: 2 Analyzing Technical Needs	w22102
Windows 2000 Network Design MCSE 70-221: 3 Infrastructure Design	w22103
Windows 2000 Network Design MCSE 70-221: 4 DHCP and Name Services	w22104
Windows 2000 Network Design MCSE 70-221: 5 Designing for the Internet	w22105
Windows 2000 Network Design MCSE 70-221: 6 Designing a WAN	w22106
Windows 2000 Network Design MCSE 70-221: 7 Management and Services	w22107

Windows 2000 Network Management MCSA 70-218   **W218NM**

Windows 2000 Network Management MCSA 70-218: 1 Installing Devices and Managing Disks	w21801
Windows 2000 Network Management MCSA 70-218: 2 Configuring Volume Features and Replication	w21802
Windows 2000 Network Management MCSA 70-218: 3 Managing Permissions and Resources	w21803
Windows 2000 Network Management MCSA 70-218: 4 Updating Windows and Software	w21804
Windows 2000 Network Management MCSA 70-218: 5 Managing Group Policy	w21805
Windows 2000 Network Management MCSA 70-218: 6 Implementing Auditing and Account Policies	w21806
Windows 2000 Network Management MCSA 70-218: 7 Controlling File and Web Access	w21807
Windows 2000 Network Management MCSA 70-218: 8 Monitoring and Backing Up Systems	w21808
Windows 2000 Network Management MCSA 70-218: 9 Managing TCP/IP and DHCP	w21809
Windows 2000 Network Management MCSA 70-218:10 Administering Name Resolution and DNS	w21810
Windows 2000 Network Management MCSA 70-218:11 Managing Remote Access	w21811
Windows 2000 Network Management MCSA 70-218:12 Configuring VPNs and Terminal Services	w21812
Windows 2000 Network Management MCSA 70-218:13 Practice Test	w21813

Windows 2000 Professional MCSE 70-210   **WINPRO**

Windows 2000 Professional MCSE 70-210: 1 Installation	winp01
Windows 2000 Professional MCSE 70-210: 2 Remote Installations and Upgrades	winp02
Windows 2000 Professional MCSE 70-210: 3 Administering Resources	winp03
Windows 2000 Professional MCSE 70-210: 4 Administering Shared Resources	winp04
Windows 2000 Professional MCSE 70-210: 5 Managing Disks	winp05
Windows 2000 Professional MCSE 70-210: 6 Managing Hardware	winp06
Windows 2000 Professional MCSE 70-210: 7 Monitoring and Optimizing Your System	winp07
Windows 2000 Professional MCSE 70-210: 8 Configuring Your Desktop	winp08
Windows 2000 Professional MCSE 70-210: 9 Networking with Windows 2000 Professional	winp09
Windows 2000 Professional MCSE 70-210:10 Using TCP/IP	winp10
Windows 2000 Professional MCSE 70-210:11 Managing Users and Groups	winp11
Windows 2000 Professional MCSE 70-210:12 Securing Your System	winp12

Windows 2000 Security Design MCSE 70-220   **W220SC**

Windows 2000 Security Design MCSE 70-220: 1 Analyzing Business Requirements	w22001
Windows 2000 Security Design MCSE 70-220: 2 Analyzing Technical Requirements	w22002
Windows 2000 Security Design MCSE 70-220: 3 Establishing a Security Baseline	w22003
Windows 2000 Security Design MCSE 70-220: 4 Planning Security for System Resources	w22004
Windows 2000 Security Design MCSE 70-220: 5 Designing a Security Group Strategy	w22005

Windows 2000 Security Design MCSE 70-220: 6 Designing Security Policy Inheritance   w22006
Windows 2000 Security Design MCSE 70-220: 7 Protecting Resources with Auditing and Encryption   w22007
Windows 2000 Security Design MCSE 70-220: 8 Using Native Windows 2000 Authentication   w22008
Windows 2000 Security Design MCSE 70-220: 9 Using Alternate Authentication Strategies   w22009
Windows 2000 Security Design MCSE 70-220:10 Designing a Public Key Infrastructure   w22010
Windows 2000 Security Design MCSE 70-220:11 Designing Security for Network Services   w22011
Windows 2000 Security Design MCSE 70-220:12 Designing Security for Access Between Networks   w22012
Windows 2000 Security Design MCSE 70-220:13 Designing Security for Communications Channels   w22013

Windows 2000 Server MCSE 70-215   **W215SR**
Windows 2000 Server MCSE 70-215: 1 Installation   w21501
Windows 2000 Server MCSE 70-215: 2 Hardware   w21502
Windows 2000 Server MCSE 70-215: 3 Controlling Access to Files and Folders   w21503
Windows 2000 Server MCSE 70-215: 4 Controlling Access to Web Resources and Printers   w21504
Windows 2000 Server MCSE 70-215: 5 Optimizing Your Server   w21505
Windows 2000 Server MCSE 70-215: 6 Recovering from Disaster   w21506
Windows 2000 Server MCSE 70-215: 7 Configuring Disks and Volumes   w21507
Windows 2000 Server MCSE 70-215: 8 Administering Disks   w21508
Windows 2000 Server MCSE 70-215: 9 Networking Your Server   w21509
Windows 2000 Server MCSE 70-215:10 Implementing Remote Access   w21510
Windows 2000 Server MCSE 70-215:11 Implementing Terminal Services   w21511
Windows 2000 Server MCSE 70-215:12 Using Security Features   w21512

Windows Server 2003 Active Directory MCSE 70-294   **W294AD**
Windows Server 2003 Active Directory MCSE 70-294: 1 Active Directory Infrastructure Overview   w29401
Windows Server 2003 Active Directory MCSE 70-294: 2 Working with User, Group, and Computer
Accounts   w29402
Windows Server 2003 Active Directory MCSE 70-294: 3 Creating User and Group Strategies   w29403
Windows Server 2003 Active Directory MCSE 70-294: 4 Working with Forests and Domains   w29404
Windows Server 2003 Active Directory MCSE 70-294: 5 Restructuring a Forest and Renaming
Domains   w29405
Windows Server 2003 Active Directory MCSE 70-294: 6 Working with Trusts and Organizational
Units   w29406
Windows Server 2003 Active Directory MCSE 70-294: 7 Working with Active Directory Sites   w29407
Windows Server 2003 Active Directory MCSE 70-294: 8 Working with Domain Controllers   w29408
Windows Server 2003 Active Directory MCSE 70-294: 9 Working with Global Catalog Servers and
Schema   w29409
Windows Server 2003 Active Directory MCSE 70-294:10 Working with Group Policy   w29410
Windows Server 2003 Active Directory MCSE 70-294:11 Deploying Software Via Group Policy   w29411
Windows Server 2003 Active Directory MCSE 70-294:12 Ensuring Active Directory Availability   w29412

Windows Server 2003 Administration MCSA/MCSE 70-290   **W290SA**
Windows Server 2003 Administration MCSA/MCSE 70-290: 1 Overview of Windows Server 2003   w29001
Windows Server 2003 Administration MCSA/MCSE 70-290: 2 Managing Physical and Logical Disks   w29002
Windows Server 2003 Administration MCSA/MCSE 70-290: 3 Configuring, Monitoring, and
Troubleshooting Server Hardware   w29003
Windows Server 2003 Administration MCSA/MCSE 70-290: 4 Managing User, Group, and
Computer Accounts   w29004
Windows Server 2003 Administration MCSA/MCSE 70-290: 5 Managing Access to Resources   w29005
Windows Server 2003 Administration MCSA/MCSE 70-290: 6 Configuring Terminal Services   w29006
Windows Server 2003 Administration MCSA/MCSE 70-290: 7 Managing and Troubleshooting
Terminal Services   w29007
Windows Server 2003 Administration MCSA/MCSE 70-290: 8 Using Server Management Tools   w29008
Windows Server 2003 Administration MCSA/MCSE 70-290: 9 Managing Web Servers in IIS 6.0   w29009
Windows Server 2003 Administration MCSA/MCSE 70-290:10 Monitoring Performance and Security   w29010
Windows Server 2003 Administration MCSA/MCSE 70-290:11 Planning Disaster Recovery   w29011
Windows Server 2003 Administration MCSA/MCSE 70-290:12 Implementing Disaster Recovery   w29012

Windows Server 2003 Infrastructure MCSE 70-297   **SRINFR**

Windows Server 2003 Infrastructure MCSE 70-297: 1 Assessing the Environment   srin01
Windows Server 2003 Infrastructure MCSE 70-297: 2 Developing the Active Directory Infrastructure
Design   srin02
Windows Server 2003 Infrastructure MCSE 70-297: 3 Developing the Network Services Design   srin03
Windows Server 2003 Infrastructure MCSE 70-297: 4 Designing Logical Components   srin04
Windows Server 2003 Infrastructure MCSE 70-297: 5 Name Resolution   srin05
Windows Server 2003 Infrastructure MCSE 70-297: 6 Remote Access and Address Management   srin06
Windows Server 2003 Infrastructure MCSE 70-297: 7 Service Placement and Sizing   srin07
Windows Server 2003 Infrastructure MCSE 70-297: 8 The Physical Design   srin08
Windows Server 2003 Infrastructure MCSE 70-297: 9 Practice Exam   srin09

Windows Server 2003 Network Management MCSE 70-291   **W291NI**
Windows Server 2003 Network Management MCSE 70-291: 1 TCP/IP Protocol   w29101
Windows Server 2003 Network Management MCSE 70-291: 2 IP Addressing and Routing   w29102
Windows Server 2003 Network Management MCSE 70-291: 3 Classless Subnet Masking and Client
Address Configuration   w29103
Windows Server 2003 Network Management MCSE 70-291: 4 The Dynamic Host Configuration
Protocol (DHCP)   w29104
Windows Server 2003 Network Management MCSE 70-291: 5 Integrating and Troubleshooting
DHCP   w29105
Windows Server 2003 Network Management MCSE 70-291: 6 Windows Internet Name Server
(WINS)   w29106
Windows Server 2003 Network Management MCSE 70-291: 7 WINS Client and Interoperability and
NetBIOS   w29107
Windows Server 2003 Network Management MCSE 70-291: 8 Domain Naming System Concepts   w29108
Windows Server 2003 Network Management MCSE 70-291: 9 The DNS Server   w29109
Windows Server 2003 Network Management MCSE 70-291:10 Routing and Remote Access
Service VPN Services   w29110
Windows Server 2003 Network Management MCSE 70-291:11 Security Templates and Software
Updates   w29111
Windows Server 2003 Network Management MCSE 70-291:12 Monitoring and Troubleshooting
Network Activity   w29112
Windows Server 2003 Network Management MCSE 70-291:13 LAN Routing and Dial-Up Services   w29113
Windows Server 2003 Network Management MCSE 70-291:14 LAN and Dial-Up Security   w29114

Windows Server 2003 Network Planning MCSE 70-293   **W293NP**
Windows Server 2003 Network Planning MCSE 70-293: 1 Using Planning Tools and Documentation   w29301
Windows Server 2003 Network Planning MCSE 70-293: 2 Server Roles and Security   w29302
Windows Server 2003 Network Planning MCSE 70-293: 3 TCP/IP Infrastructure   w29303
Windows Server 2003 Network Planning MCSE 70-293: 4 Routing   w29304
Windows Server 2003 Network Planning MCSE 70-293: 5 Internet Connectivity   w29305
Windows Server 2003 Network Planning MCSE 70-293: 6 DNS Name Resolution   w29306
Windows Server 2003 Network Planning MCSE 70-293: 7 NetBIOS Name Resolution   w29307
Windows Server 2003 Network Planning MCSE 70-293: 8 Remote Access   w29308
Windows Server 2003 Network Planning MCSE 70-293: 9 High Availability   w29309
Windows Server 2003 Network Planning MCSE 70-293:10 Windows Cluster Services and Network
Load Balancing   w29310
Windows Server 2003 Network Planning MCSE 70-293:11 Internet Protocol   w29311
Windows Server 2003 Network Planning MCSE 70-293:12 Security Framework   w29312
Windows Server 2003 Network Planning MCSE 70-293:13 Public Key Infrastructure   w29313

Windows Server 2003 Security MCSE 70-298   **SRSCUR**
Windows Server 2003 Security MCSE 70-298: 1 Designing a Secure Network Framework   srsc01
Windows Server 2003 Security MCSE 70-298: 2 Defining a Baseline Security Template   srsc02
Windows Server 2003 Security MCSE 70-298: 3 Designing Role-Based Server Security   srsc03
Windows Server 2003 Security MCSE 70-298: 4 Securing a Public Key Infrastructure and Network
Management Processes   srsc04
Windows Server 2003 Security MCSE 70-298: 5 Designing Network Infrastructure Security   srsc05
Windows Server 2003 Security MCSE 70-298: 6 Securing Data Transmissions and Wireless   srsc06

Networks
Windows Server 2003 Security MCSE 70-298: 7 Securing Internet Information Services   srsc07
Windows Server 2003 Security MCSE 70-298: 8 Securing VPNs, Extranets, and Network Clients   srsc08
Windows Server 2003 Security MCSE 70-298: 9 Securing Active Directory   srsc09
Windows Server 2003 Security MCSE 70-298:10 Designing an Access Control Strategy for Files
and Folders   srsc10
Windows Server 2003 Security MCSE 70-298:11 Designing an Encrypted File System and Securing
Backup/Restore Processes   srsc11
Windows Server 2003 Security MCSE 70-298:12 Practice Exam   srsc12

Windows Server 2003   **WSERVR**
Windows Server 2003: 1 Installation and Setup   wser01
Windows Server 2003: 2 Working with Active Directory   wser02
Windows Server 2003: 3 Printing and IP Addressing   wser03
Windows Server 2003: 4 Managing Users and Permissions   wser04
Windows Server 2003: 5 Managing Backup and Security   wser05

Windows Server 2008 Networking MCTS 70-642   **WIND08**
Windows Server 2008 Networking MCTS 70-642: 1 Configuring IP Addressing and Services   l_wi01
Windows Server 2008 Networking MCTS 70-642: 2 Configuring Name Resolution   l_wi02
Windows Server 2008 Networking MCTS 70-642: 3 Configuring Network Access   l_wi03
Windows Server 2008 Networking MCTS 70-642: 4 Configuring File and Print Services   l_wi04
Windows Server 2008 Networking MCTS 70-642: 5 Monitoring and Managing a Network
Infrastructure   l_wi05
Windows Server 2008 Networking MCTS 70-642: 6 Practice Exam 1   wind51
Windows Server 2008 Networking MCTS 70-642: 7 Practice Exam 2   wind52
Windows Server 2008 Networking MCTS 70-642: 8 Practice Exam 3   wind53

Windows SharePoint Services 3.0 MCTS 70-631 Series   **631MCT**
Windows SharePoint Services 3.0 MCTS 70-631: 1 Deploying Services   L_MC01
Windows SharePoint Services 3.0 MCTS 70-631: 2 Monitoring Services   L_MC02
Windows SharePoint Services 3.0 MCTS 70-631: 3 Configuring Security   L_MC03
Windows SharePoint Services 3.0 MCTS 70-631: 4 Administering Services   L_MC04
Windows SharePoint Services 3.0 MCTS 70-631: 5 Managing Customization   L_MC05
Windows SharePoint Services 3.0 MCTS 70-631: 6 Configuring Network Infrastructure   L_MC06

Windows SharePoint Services 3.0 MCTS 70-541 Series   **541MCT**
Windows SharePoint Services 3.0 MCTS 70-541: 1 Deploying Services and Custom Components   L_5401
Windows SharePoint Services 3.0 MCTS 70-541: 2 Creating Site and Feature Provisioning
Components   L_5402
Windows SharePoint Services 3.0 MCTS 70-541: 3 Creating Metadata and Workflow Provisioning
Components   L_5403
Windows SharePoint Services 3.0 MCTS 70-541: 4 Developing Services Components with the .NET
Framework   L_5404
Windows SharePoint Services 3.0 MCTS 70-541: 5 Manipulating Site Content with the API   L_5405
Windows SharePoint Services 3.0 MCTS 70-541: 6 Manipulating Site Configuration with the API   L_5406

Windows Vista & Office 2007 Desktops MCTS 70-624   **624MSV**
Windows Vista & Office 2007 Desktops MCTS 70-624: 1 Deploying Microsoft Office 2007   L_M601
Windows Vista & Office 2007 Desktops MCTS 70-624: 2 Configuring Windows Vista Automated
Installation Settings   L_M602
Windows Vista & Office 2007 Desktops MCTS 70-624: 3 Deploying Windows Vista   L_M603
Windows Vista & Office 2007 Desktops MCTS 70-624: 4 Using the Business Desktop Deployment
Workbench   L_M604
Windows Vista & Office 2007 Desktops MCTS 70-624: 5 Working with the Application Compatibility
Toolkit   L_M605
Windows Vista & Office 2007 Desktops MCTS 70-624: 6 Managing User State Migration   L_M606
Windows Vista & Office 2007 Desktops MCTS 70-624: 7 Practice Exam 1   624m01
Windows Vista & Office 2007 Desktops MCTS 70-624: 8 Practice Exam 2   624m02

Windows Vista & Office 2007 Desktops MCTS 70-624: 9 Practice Exam 3   624m03

Windows Vista Configuration MCTS 70-620   **620MSV**
Windows Vista Configuration MCTS 70-620: 1 Installing and Upgrading   I_6201
Windows Vista Configuration MCTS 70-620: 2 Interface and Device Options   I_6202
Windows Vista Configuration MCTS 70-620: 3 Advanced Networking   I_6203
Windows Vista Configuration MCTS 70-620: 4 NTFS Security Features and File Sharing I_6204
Windows Vista Configuration MCTS 70-620: 5 User Account Security   I_6205
Windows Vista Configuration MCTS 70-620: 6 Network Security   I_6206
Windows Vista Configuration MCTS 70-620: 7 Internet Explorer 7.0   I_6207
Windows Vista Configuration MCTS 70-620: 8 Maintenance and Optimization   I_6208
Windows Vista Configuration MCTS 70-620: 9 Media Applications   I_6209
Windows Vista Configuration MCTS 70-620:10 Productivity Applications   I_6210
Windows Vista Configuration MCTS 70-620:11 Mobile Computers   I_6211
Windows Vista Configuration MCTS 70-620:12 Practice Exam 1   620m01
Windows Vista Configuration MCTS 70-620:13 Practice Exam 2   620m02
Windows Vista Configuration MCTS 70-620:14 Practice Exam 3   620m03

Windows Vista Enterprise Support MCITP 70-622   **622MSV**
Windows Vista Enterprise Support MCITP 70-622: 1 Deploying Windows Vista   L_V601
Windows Vista Enterprise Support MCITP 70-622: 2 Managing Windows Vista Security L_V602
Windows Vista Enterprise Support MCITP 70-622: 3 Managing and Maintaining Windows Vista
Systems   L_V603
Windows Vista Enterprise Support MCITP 70-622: 4 Configuring and Troubleshooting Networking L_V604
Windows Vista Enterprise Support MCITP 70-622: 5 Supporting and Maintaining Desktop
Applications   L_V605
Windows Vista Enterprise Support MCITP 70-622: 6 Practice Exam 1   622m01
Windows Vista Enterprise Support MCITP 70-622: 7 Practice Exam 2   622m02
Windows Vista Enterprise Support MCITP 70-622: 8 Practice Exam 3   622m03

Windows Vista Upgrade   **MSVIST**
Windows Vista Upgrade: 1 Understanding the New Interface   msvi01
Windows Vista Upgrade: 2 Using New Features and Applications   msvi02
Windows Vista Upgrade: 3 Planning a Corporate Deployment   msvi03

Windows XP Application Support MCDST 70-272   **XPAPPS**
Windows XP Application Support MCDST 70-272: 1 The Operating System and Internet Explorer xpap01
Windows XP Application Support MCDST 70-272: 2 Office and Outlook Applications xpap02
Windows XP Application Support MCDST 70-272: 3 Hardware and Network Connectivity xpap03
Windows XP Application Support MCDST 70-272: 4 Application Security and Security Incidents xpap04
Windows XP Application Support MCDST 70-272: 5 Practice Exams   xpap05

Windows XP Professional MCSE 70-270   **X270PR**
Windows XP Professional MCSE 70-270: 1 Installation   x27001
Windows XP Professional MCSE 70-270: 2 Administering Resources   x27002
Windows XP Professional MCSE 70-270: 3 Configuring Hardware   x27003
Windows XP Professional MCSE 70-270: 4 Optimizing the System   x27004
Windows XP Professional MCSE 70-270: 5 Configuring the Desktop   x27005
Windows XP Professional MCSE 70-270: 6 Networking the System   x27006
Windows XP Professional MCSE 70-270: 7 Securing the System   x27007

Windows XP System Support MCDST 70-271   **W271SU**
Windows XP System Support MCDST 70-271: 1 Installing Windows XP   w27101
Windows XP System Support MCDST 70-271: 2 Configuring and Troubleshooting Resources w27102
Windows XP System Support MCDST 70-271: 2 Configuring and Troubleshooting Resources w27103
Windows XP System Support MCDST 70-271: 4 Managing Hardware Devices   w27104
Windows XP System Support MCDST 70-271: 5 Configuring the Desktop and User Profiles w27105
Windows XP System Support MCDST 70-271: 6 Performance Monitoring and Network
Troubleshooting   w27106

XEDIT   **XEDSER**
XEDIT: 1 XEDIT for New Users   xeds01
XEDIT: 2 Advanced XEDIT Functions   xeds02

XML   **XMLCOD**
XML: 1 Viewing and Understanding XML   xmlc01
XML: 2 Creating a Basic Document   xmlc02
XML: 3 Building DTDs & Checking Documents   xmlc03
XML: 4 Entities   xmlc04
XML: 5 The Document Object Model   xmlc05
XML: 6 CSS and XSL Style Sheets   xmlc06

Total Business & Technical Courses: 2,241

ITS and New Horizons have partnered to bring you new, state-of-the art Mentored Learning!

Mentored Learning is instructor-plus training, meaning two instructors guide the student through the material; one instructs and the other tutors, and the classes are built around the student's schedule. All Mentored classes are available in morning or afternoon sessions any day or days of the week. You will need to schedule your Mentored Learning classes ten (10) days out to ensure that the training materials are in.

Why IT People Love Mentored Training

1. **Flexibility:** You and your child get sick; or an emergency arises at work. Problems can rear their ugly head at the most inopportune time. That's why you need classes structured around your time.
   If you're like most people, you don't want to go to school for a solid week and have all your work back up on you while you're gone. But you do want to work smarter and be more productive.
   You prefer learning three mornings a week rather than five full days; applying what you learned in the morning to your afternoon work. You want immediate answers from certified instructors for the problems you experience at work. We provide that for you. We accommodate you, your schedule, and your need to produce.
2. **You Learn More**: A funny thing happens with a flexible schedule. You learn more. Students who learn in the morning and apply that knowledge in the afternoon retain more of what they learned.
   A. **Prep for certification:** You learn more when you study for a test. Our official certification exams prove that you are accomplished at the highest level.
   B. **One-on-one mentoring:** We offer multiple instructors for each class; one that teaches and one that tutors. The result is a much greater understanding of the material.
   C. **Teach back:** Students teach our instructors what they've just learned. This has produced amazing results.
3. **Custom Classes:** By assessing the student's skill level, we customize classes to achieve the results you need.
4. **No canceled classes**—guaranteed.
5. **Learning where you want:** We can teach at your location.
6. **Return on investment:** You are, on average, 38% more proficient after New Horizons' training. This represents a $15,200.00 productivity improvement on a $40,000.00 salary.
7. **Learning relevant to the work place**. We teach what you need to do your job.
8. **To Register for a Mentored Learning Class**: Call Susan McClain @ 601-359-6196.

NEW HORIZONS
Technical Classes Offered in Mentored Classroom

Cost	Course Title
	Computer Fundamentals
$1,530	A+ Essentials
$1,530	IT Technician
$1,530	Server + Certification
	Oracle
$1,800	Oracle Database 10g: Program with PL/SQL
$1,800	Oracle 10g SQL and SQL*Plus
	Linux/ Unix
$1,725	Linux+
	Information Security
Contractor	Certified Ethical Hacker
Contractor	CISSP: Certified Information Systems Security Professional
Contractor	Computer Hacking Forensics Investigator
$1,530	Security+ Certification
	Microsoft.NET
$1,796	ASP.NET – Using Visual Basic.NET, ADO.NET, and XML
$1,796	ASP.NET – Using Visual C#.NET, ADO.NET and XML
$1,796	4994 Introduction to Programming Microsoft.NET Applications w/ Microsoft Visual Studio 2005
$1,796	4995 Programming with the Microsoft.NET Framework using Microsoft Visual Studio 2005
$1,796	2373B Programming with Microsoft Visual Basic.NET
$1,077	2389B Programming with Microsoft ADO.NET
$1,796	2541 Core Data Access with Microsoft Visual Studio 2005
$1,796	2542 Advanced Data Access with Microsoft Visual Studio 2005
$1,796	2543 Core Web Applications Technologies with Microsoft Visual Studio 2005
$1,796	2544 Advanced Web Application Technologies with Microsoft Visual Studio 2005
$1,796	2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005
$1,796	2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005
	Programming
$1,796	Introduction to Programming Using Java
	Microsoft Exchange Server
$1,530	2400 Implementing and Managing Microsoft Exchange Server 2003
$1,077	5047 Introduction to Installing and Managing Microsoft Exchange Server 2007
$359	5049 Managing Messaging Security using Microsoft Exchange Server 2007
$359	5050 Recovering Messaging Servers and Databases Using Microsoft Exchange Server 2007

Microsoft SharePoint

$718	5060 Implementing Windows Sharepoint Services 3.0
$1,077	5061 Implementing Microsoft Office Sharepoint Server 2007

Microsoft SQL Server

$1,530	2072 Administering a Microsoft SQL Server 2000 Database
$1,530	2073 Programming a Microsoft SQL Server 2000 Database
$1,796	2779 Implementing a Microsoft SQL Server 2005 Database
$1,796	2780 Maintaining a Microsoft SQL Server 2005 Database
$1,077	2784 Tuning and Optimizing Queries Using Microsoft SQL Server 2005

Microsoft Windows – Technical

$918	2261 Supporting Users Running with Microsoft Windows XP Operating System
$612	2262 Supporting Users Running Applications on a Microsoft Windows XP Operating System
$1,530	2272 Implementing and Supporting Microsoft Windows XP Professional
$1,530	2273 Managing and Maintaining a Microsoft Windows Server 2003 Environment
$612	2276 Implementing a Microsoft Windows Server 2003 Network Infrastructure Network Hosts
$1,530	2277 Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure Network Services
$1,530	2278 Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
$1,530	2279 Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure
$1,530	2282 Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure
$918	2830 Designing Security for Microsoft Networks
$1,530	2823 Implementing and Administering Security in a Microsoft Windows Server 2003 Network

Microsoft Vista - Technical

$1,077	5115 Installing and Configuring the Windows Vista Operating System
$718	5116 Configuring Windows Vista Mobile Computing and Applications
$1,077	5118 Maintaining and Troubleshooting Windows Vista Computers
$718	5119 Supporting Windows Vista Computers with Desktop Images and Application Packages

Microsoft Server 2008

$1,796	6416 Updating Your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008
$1,077	6417 Updating Your Applications Infrastructure Technology Skills to Windows Server 2008
$1,796	6430A Planning and Administering Windows Server 2008 Servers
$718	6431A Managing and Maintaining Windows Server 2008 Network Infrastructure Servers
$1,077	6437A Designing a Windows Server 2008 Applications Infrastructure

FOR INSTRUCTOR LED COURSES, PLEASE CONTACT ITS AT (601) 359-6196.

ITS Institute On-Line Training Registration Form

Name: (Please Print) Mr./Ms.		
Social Security No.:		
Agency & Division Name:		
Office Address: (Specify Handmail, if applicable)		
City:	State:	Zip:
Office Phone:		
Fax Number:		
Email Address:		
Course No./Name: **ANNUAL SUBSCRIPTION FOR ON-LINE TRAINING**		

COURSE COST: PLEASE CHECK ONE

( ) ANNUAL SUBSCRIPTION FOR FULL LIBRARY ON-LINE TRAINING

    $165 per person (includes technical and end-user courses)

( ) ANNUAL SUBSCRIPTION FOR END-USER LIBRARY ON-LINE TRAINING

    $ 85 per person (includes end-user courses only)

☐ Bill Non-State Employer   ☐ Bill Student

☐ Bill State Agency

Agency/Employer Code: _____

Provider No.: _____

Supervisor's Name: (Please Print)

All registration forms MUST be signed by the individual responsible for payment.

_____

Authorized Signature

PLEASE RETURN FORM TO:
Susan McClain, ITS Education Services
301 North Lamar Street, Suite 508
Jackson, MS 39201-1495
Phone: (601) 359-6196
Fax: (601) 354-6016
ITS WEB Home Page:
http://www.its.ms.gov

Security Guard:

The person presenting this permit has an ITS class or meeting at the Robert G. Clark, Jr. Building (601-359-1395). This permit should be placed on the dashboard of the car.
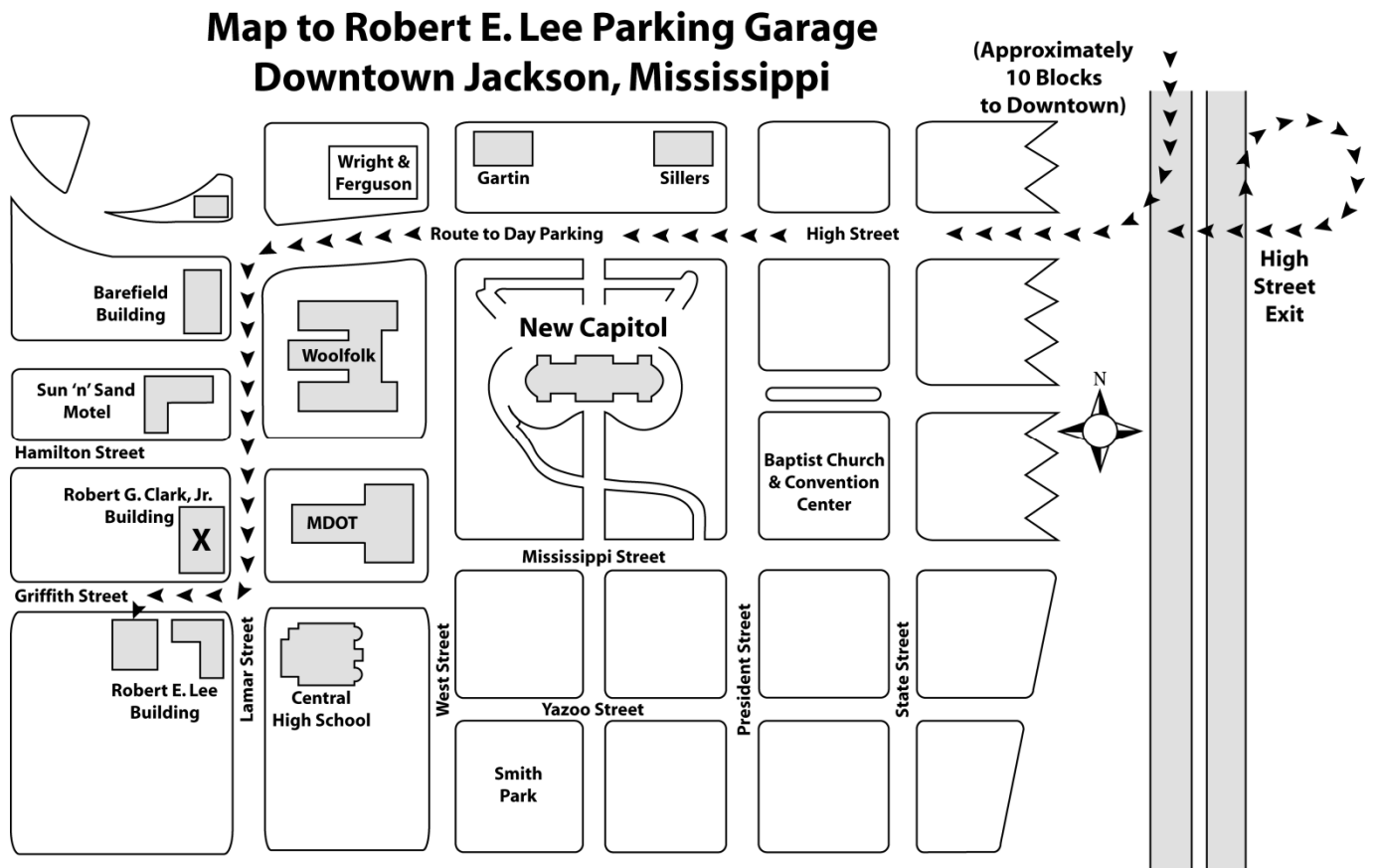
Parking Permit
Robert E. Lee
Parking Garage

<u>Please park on 7th floor and above only.</u>

NAME: _____

DATES: _____

Cut or tear along this line and place top portion on dashboard of car.

- -

Map to Robert E. Lee Parking Garage
Downtown Jackson, Mississippi

From North of Jackson: Take I-55 South to High Street Exit. Go west, then follow map above.

From South, East, or West of Jackson: Get on I-20 to I-55 North. Take I-55 North to High Street Exit. Go west, then follow map, above.

Park in parking garage behind Robert E. Lee Building and walk across the street to the FRONT entrance of the Robert G. Clark, Jr. Building.

ITS Institute
Student Registration Form

Name Mr./Ms.:		Social Security Number:	
Agency & Division Name:		Office Phone:	Fax Number:
Office Address: (Specify Handmail, if applicable)		Home Phone:	
City:	State:	Zip:	Email Address:

Course No./Name	Section 1st Choice	Section 2nd Choice	Dates/Times	Course Cost	Materials Needed *
					All None
					All None
					All None
					All None
					All None

* Circle All or None. See the current schedule for materials needed for each course.

☐ Bill State Agency
  Please do not prepay. Agencies will be billed for course costs.
Agency/Employer Code: _____
Provider Number: _____
  Agency must provide a 3-digit agency code and an 11-digit provider number for billing purposes. This information may be obtained from the SAAS (Statewide Automated accounting System) or the Education Assistant at (601) 359-6196.

☐ Bill Student   ☐ Bill Non-State Employer
All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.

Billing will be sent to the address given in the Student Information section, unless otherwise specified.

Supervisor Name:		Office Phone:
Supervisor Address: (Specify Handmail, if applicable)		
City:	State:	Zip:	Email Address:

Please Read Carefully Before Signing:
All registration forms MUST be signed by the individual responsible for payment. If the student cancels a vendor-conducted course within thirty (30) days of the first class meeting or an ITS/Hinds-conducted course within ten (10) days of the first class meeting, the agency/student will be charged the full tuition

Authorized
Signature: _____   Date: _____

Return form to: ITS Institute, Robert G. Clark, Jr. Bldg., 301 N. Lamar St., Ste. 508, Jackson, Ms 39201-1495 ● Phone: (601) 359-6196 ● Fax: (601) 354-6016

For more information on the ITS Institute, visit the website: http://www.its.ms.gov

ITS Institute
Student Registration Form

Name Mr./Ms.:		Social Security Number:	
Agency & Division Name:		Office Phone:	Fax Number:
Office Address: (Specify Handmail, if applicable)		Home Phone:	
City:	State:	Zip:	Email Address:

Course No./Name	Section 1st Choice	Section 2nd Choice	Dates/Times	Course Cost	Materials Needed *
					All None
					All None
					All None
					All None
					All None

* Circle All or None. See the current schedule for materials needed for each course.

☐ Bill State Agency

Please do not prepay. Agencies will be billed for course costs.

Agency/Employer Code: _____

Provider Number: _____

Agency must provide a 3-digit agency code and an 11-digit provider number for billing purposes. This information may be obtained from the SAAS (Statewide Automated accounting System) or the Education Assistant at (601) 359-6196.

☐ Bill Student   ☐ Bill Non-State Employer

All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.

Billing will be sent to the address given in the Student Information section, unless otherwise specified.

Supervisor Name:		Office Phone:
Supervisor Address: (Specify Handmail, if applicable)		
City:	State:	Zip:	Email Address:

Please Read Carefully Before Signing:

All registration forms MUST be signed by the individual responsible for payment. If the student cancels a vendor-conducted course within thirty (30) days of the first class meeting or an ITS/Hinds-conducted course within ten (10) days of the first class meeting, the agency/student will be charged the full tuition

Authorized
Signature: _____   Date: _____

Return form to: ITS Institute, Robert G. Clark, Jr. Bldg., 301 N. Lamar St., Ste. 508, Jackson, Ms 39201-1495 ● Phone: (601) 359-6196 ● Fax: (601) 354-6016

For more information on the ITS Institute, visit the website: http://www.its.ms.gov/educ/index/html

ITS Contact Information

Executive Director:
David Litchliter
(601) 359-1395
litchliter@its.ms.gov

Internal Support Services:
Michele Blocker
(601) 359-5111
blocker@its.ms.gov

Data Services:
Mitchell Bounds
(601) 359-2638
bounds@its.ms.gov

Strategic Services:
Claude Johnson
(601) 359-2748
johnson@its.ms.gov

Information System Services:
Martha Pemberton
(601) 359-2743
pemberton@its.ms.gov

Voice Services:
Roger Graves
(601) 359-2892
graves@its.ms.gov

MISSISSIPPI

Department of Information Technology Services

David Litchliter, Executive Director

301 North Lamar Street ● Suite 508
Jackson, Mississippi 39201-1395
Telephone (601) 359-1395
Fax (601) 359-6016
Website: www.its.ms.gov
State Portal: www.mississippi.gov